

# Access Online (AXOL)

# AXOL SIMULATIONS

- Access On-line Web-based Training (WBT) URL:  
<https://wbt.access.usbank.com>





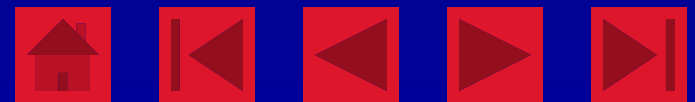
# Introducing Access<sup>®</sup> Online

Cardholder and Billing Official  
Training

# Access Online Lessons

- Online Registration - Pages 6-9
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- URL or Left Navigation Bar Link**

## Presentation Navigation Buttons



# New Access Online Concepts

- Change your password every 60 days
- View statements online
- Receive email notification of statement availability
- Have transactions final-approved by a billing official
- Combine reallocation and order and transaction matching

# Online Registration

Welcome to Access Online - Microsoft Internet Explorer provided by US Bank, v3.7

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media

Address <https://access.usbank.com> Go

Personal | Business | Institution / Government | About U.S. Bancorp

**usbank**  
Five Star Service Guaranteed

**U.S. Bank Access® Online**

Contact Us  
Login

**Welcome to Access Online!**

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

**Login**

[Forgot your password?](#)

[Register Online](#)

**Register Online**

<https://access.usbank.com>



# Online Registration

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**Contact Us**  
**Login**

## Online Registration

### Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

Organization Short Name: \*

**army**

Account Number: \*    Account Expiration Date: \*    Account Zip Code: \*

   Jan ▼ 2007 ▼   

**Register This Account**    **Additional Account**

[<Back to Login Page](#)

## Online Registration



# Online Registration

Personal | Business | Institution / Government | About

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Contact Us  
Login

## Licensing Agreement

Please read and accept the Licensing Agreement to continue.

### AccessOnline Terms of Service

1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESSONLINE

Customer and U.S. Bank agree that any cause of action arising out of or related to this AccessOnline must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.

**Click the "I Accept" button**

## Online Registration





# Online Registration

Contact Us  
Login

## Online Registration

### Password and Contact Information

Organization Short Name: CMEA

### User ID & Password

\* = required

Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: \*

Password: \*

Re-enter New Password: \*

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question: \*

Authentication Response: \*

### Contact Information

First Name: \*

Last Name: \*

MI:

Address 1: \*

Address 2:

City: \*

State/Province: \*

Zip/Postal Code: \*

Country: \*

Phone Number: \*

Fax Number:

Email Address:

Cancel Registration

Continue

Email Address is a required field:

firstname.lastname@usma.edu  
first.lastname@usma.edu



# Forgot Your Password

Welcome to Access Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Mail Print Mail RSS Go Links

Address <https://demo.access.usbank.com/>

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**U.S. Bank Access® Online**

**Contact Us**  
**Login**

**Welcome to Access Online!**

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

**Login**

[Forgot your password?](#)

[Register Online](#)

**Forgot your password?**


- Click link and answer authentication question to reset your password.
- After 3<sup>rd</sup> failed login attempt, the system locks you out.
- You must contact the support desk to reset your password. See "Contact Us" in Left-Column Navigation Bar for the telephone number.

<https://access.usbank.com>



# Forgot Your Password

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U.S. Bank Access® Online

Contact Us  
Login

## Login

### Forgot Password

Enter the response to your authentication question. If you need assistance, please contact your program administrator.

**User ID:** ch1purchase  
**Organization Short Name:** acme69

**Authentication Question:** Pet's Name

Enter the response to your Authentication Question:

  
  
[<<Back to Login Page](#)

Forgot your Password



# Forgot Your Password

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**Login**  
**New Password**

Please enter a new password between 8-20 alpha/numeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

**User ID:** Ch1purchase  
**Organization Short Name:** ACME69

Enter New Password:

Re-enter New Password:

**Save**

[<<Back to Authentication](#)


- Must be 8-20 characters in length with at least one alpha and one numeric character.
- Passwords are not case sensitive.
- Cannot reuse password for 12 months.

Forgot your Password



# Forgot Your Password

[Personal](#) | [Business](#) | [Institution / Government](#) | [About U.S. Bancorp](#)

  
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**U.S. Bank Access® Online**

[Transaction Management](#)  
[Account Information](#)  
[Reporting](#)  
[My Personal Information](#)  

---

[Home](#)  
[Contact Us](#)

## *Message from U.S. Bank and DoD*

Welcome to Access Online!

[★ Log Out](#)  
**Account Activity**  
Select an Account  
Purchasing Card  
[4246040009598774](#)

Home



# Logging In

Welcome to Access Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address <https://demo.access.usbank.com/> Go Links

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**U.S. Bank Access® Online**

Contact Us  
Login

**Welcome to Access Online!**

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Forgot your password?](#)

[Register Online](#)

**Login**

- Organization Short Name - army
- User ID - CH sends to A/OPC
- Password

<https://access.usbank.com>



# Navigation Basics

The screenshot shows the U.S. Bank Access Online interface. At the top, there is a navigation bar with links: Personal | Business | Institution / Government | About U.S. Bancorp. Below this is the U.S. Bank logo and the text "U.S. Bank Access® Online". The main content area features a large message: "Message from U.S. Bank and DoD" and "Welcome to Access Online!". On the left, there is a vertical navigation menu with links: Transaction Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. On the right, there is a "Log Out" link and an "Account Activity" section with a "Select an Account" dropdown menu. Below the dropdown, a "Purchasing Card" is listed with the number "4246040009598774".

Annotations on the screenshot include:

- Left-Column Navigation**: A yellow callout box pointing to the left navigation menu.
- Home and Contact Us**: A yellow callout box pointing to the "Home" and "Contact Us" links in the left navigation menu.
- Account Number link to Transaction**: A yellow callout box pointing to the "Purchasing Card" link in the "Account Activity" section.

Home



# Support Desk Numbers

Personal | Business | Institution / Government | About U.S. Bancorp

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**U.S. Bank Access® Online**

Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

★ Log Out

## Contact Us

U.S. Bank Payment Systems

### Telephone

Cardholder Support	Commercial Clients	Government Clients
General account inquiries including: Statements, transactions, and balances Lost or stolen cards PINs Address changes Telepay	1-800-344-5696	1-888-994-6722
Password Resets & General Navigation	1-877-887-9260	1-888-994-6722
<i>** Cardholders needing further Access Online support should contact their Program Administrator **</i>		

Program Administrator Support	Commercial Clients	Government Clients
Access Online Program Support	1-877-452-8083	1-800-254-9885

**Email**  
[accessonlinesupport@usbank.com](mailto:accessonlinesupport@usbank.com)

**Government Support Desk Telephone Number**


Contact  
Us





# My Personal Information

Personal | Business | Institution / Government | About U.S. Bancorp

 ACME69 Corporation

U.S. Bank Access® Online

Transaction Management

Account Information

Reporting

**My Personal Information**

Password

Contact Information

Account Access

Home

Contact Us

## My Personal Information

User ID: Ch1purchase

**Change your Password**

**Password**  
Change your system password and create or modify an authentication response that will be used when resetting a password.

**Contact Information**  
Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

**Account Access**  
View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

★ Log Out

## My Personal Information



# My Personal Information

Personal | Business | Institution / Government | About U.S. Bancorp

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ACME69 Corporation

**U.S. Bank Access® Online**

**Transaction Management**  
**Account Information**  
**Reporting**  
**My Personal Information**  
Password  
Contact Information  
Account Access

**Home**  
**Contact Us**

**My Personal Information** ★ Log Out

User ID: Ch1purchase

**Password**  
Change your system password and create or modify an authentication response that will be used when resetting a password.

**Contact Information**  
Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

**Account Access**  
View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

## My Personal Information



# Contact Information

## My Personal Information

### Change Your Contact Information

User ID: dordjch

Organization Short Name: ACME71

Functional Entitlement Group: CH Full

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

First Name: *	Last Name: *	MI:
<input type="text" value="Chastin"/>	<input type="text" value="Dording"/>	<input type="text"/>
Address 1: *	Address 2:	
<input type="text" value="100 South Main Street"/>	<input type="text" value="Suite 100"/>	
City: *	State/Province: *	Zip/Postal Code: *
<input type="text" value="Anytown"/>	<input type="text" value="MN"/>	<input type="text" value="55402"/>
Country: *		
<input type="text" value="United States"/>		
Phone Number: *	Fax Number:	
<input type="text" value="612-123-1234"/>	<input type="text"/>	
Email Address: *		
<input type="text" value="cdording@acme.com"/>		
Other:		
<input type="text"/>		

Email Address is a required field:

firstname.lastname@usma.edu

[<< Back to Personal Information](#)

# Email Notification

The screenshot displays the U.S. Bank Access Online web interface. At the top, there is a navigation bar with links for 'Personal', 'Business', 'Institution / Government', and 'About U.S. Bancorp'. The U.S. Bank logo is on the left, and 'ACME69 Corporation' is on the right. Below this is a green banner with 'U.S. Bank Access® Online'. A left sidebar contains a menu with 'Transaction Management', 'Account Information', 'Reporting', 'My Personal Information' (selected), 'Password', 'Contact Information', 'Account Access', 'Home', and 'Contact Us'. The main content area is titled 'My Personal Information' and includes a 'Log Out' link. It shows a 'User ID: Ch1purchase' field. Under the 'Password' section, there is a description and a link to 'Contact Information'. Under 'Contact Information', there is a description and a list with 'Email Notification' highlighted by a yellow callout. Under 'Account Access', there is a description and a link to 'Add Accounts'.

Personal | Business | Institution / Government | About U.S. Bancorp

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**U.S. Bank Access® Online**

**Transaction Management**  
**Account Information**  
**Reporting**  
**My Personal Information**  
Password  
Contact Information  
Account Access

**Home**  
**Contact Us**

**My Personal Information** [★ Log Out](#)

User ID: Ch1purchase

**Password**  
Change your system password and create or modify an authentication response that will be used when resetting a password.

**Contact Information**  
Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

**Account Access**  
View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

## My Personal Information



# Email Notification

## My Personal Information

### Email Notification

User ID: dordjch

To receive an email notification, select the specific process and corresponding scenario's, timing or accounts.

Email Address: \*

cdording@acme.com

### Email Notification

#### Statement Notification

Select accounts below to receive email notification when a statement is available in Access Online.

Accounts associated directly to this user id:

Status	Account Number	Account Name	Account Type
Disabled	4246040009598774	CHASTIN J DORDING	Cardholder

[Add Managing Accounts](#)

Accounts viewed through assigned hierarchies: [Add Cardholder Account](#)

Remove	Account Number	Account Name	Account Type
--------	----------------	--------------	--------------

Save

[<< Back to Personal Information](#)

# Account Access

Personal | Business | Institution / Government | About U.S. Bancorp

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ACME69 Corporation

**U.S. Bank Access® Online**

**Transaction Management**  
**Account Information**  
**Reporting**  
**My Personal Information**  
Password  
Contact Information  
Account Access

**Home**  
**Contact Us**

**My Personal Information**

User ID: Ch1purchase

**Password**  
Change your system password and create or modify an authentication response that will be used when resetting a password.

**Contact Information**  
Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

**Account Access**  
View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

**Account Access**

★ Log Out

## My Personal Information



# Account Access

## My Personal Information

### View Account Access

User ID: Ch1purchase

**Organization Short Name:** ACME69

**Functional Entitlement Group:** CH Full

These are the accounts and hierarchy entitlements to which you have access.

#### **Accounts** [Add Accounts](#)

- 4246040009598774

[<< Back to Personal Information](#)

**Click Here to Run  
the Password  
Demo**

**-Or-**

**Click Here to Skip  
the Password  
Demo**







## Password Demo

ACME04 CP Organization

### U.S. Bank Access<sup>®</sup> Online

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

## Message from U.S. Bank

### Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ [Log Out](#)

### Account Activity

Select an Account

CP Organization

\*\*\*\*\*5691

Click "My Personal  
Information" link.



## Password Demo

ACME04 CP Organization

### U.S. Bank Access® Online

- Order Management
- Transaction Management
- Account Information
- Reporting
- My Personal Information**
  - Password
  - Contact Information
  - Account Access
  - Manage Favorites

Home  
Contact Us

## My Personal Information

★ Log Out

User ID: oh1purchase

Click the "Password" link.

### Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

### Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

### Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

### Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.





## Password Demo

ACME04 CP Organization

### U.S. Bank Access® Online

Order Management  
Transaction Management  
Account Information  
Reporting

**My Personal Information**

Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

[★ Log Out](#)

## My Personal Information

### Change Password & Authentication

User ID: ch1purchase

**Organization Short Name:** ACP004

**Functional Entitlement Group:** CH DODwSBTAP

\* = required

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Click in the "Current Password" field.

Enter New Password: \*

Re-enter New Password: \*

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.





## Password Demo

ACME04 CP Organization

### U.S. Bank Access® Online

Order Management  
Transaction Management  
Account Information  
Reporting

#### My Personal Information

Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

[★ Log Out](#)

## My Personal Information

### Change Password & Authentication

User ID: ch1purchase

Organization Short Name: ACP004

Functional Entitlement Group: CH DODwSBTAP

\* = required

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

Click in the "Enter New Password"  
field.

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.



## Password Demo

ACME04 CP Organization

### U.S. Bank Access® Online

Order Management  
Transaction Management  
Account Information  
Reporting

**My Personal Information**

Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

[★ Log Out](#)

## My Personal Information

### Change Password & Authentication

User ID: oh1purchase

**Organization Short Name:** ACP004

**Functional Entitlement Group:** CH DODwSBTAP

\* = required

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

••••••••

Enter New Password: \*

••••••••

Re-enter New Password: \*

Click in the "Re-enter New Password" field.

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.



## Password Demo

ACME04 CP Organization

### U.S. Bank Access® Online

Order Management  
Transaction Management  
Account Information  
Reporting

**My Personal Information**

Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

[★ Log Out](#)

## My Personal Information

### Change Password & Authentication

User ID: ch1purchase

**Organization Short Name:** ACP004

**Functional Entitlement Group:** CH DODwSBTAP

\* = required

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

Click anywhere on the  
screen to go to the next  
slide.

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Organization Short Name: ACP004

Functional Entitlement Group: CH DODwSBTAP

\* = required

## Password Demo

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:

Click on the "Authentication Question" field.

Authentication Response: \*

Save

[<< Back to Personal Information](#)

Organization Short Name: ACP004

Functional Entitlement Group: CH DODwSBTAP

\* = required

## Password Demo

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:

Pet's Name
Mother's Maiden Name
Father's Middle Name
Pet's Name
Birth Place
Favorite Sports Team
Child's Name

Click the "Birth Place" option.

[<< Back to Personal Information](#)



Organization Short Name: ACP004

Functional Entitlement Group: CH DODwSBTAP

\* = required

## Password Demo

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:

Authentication Response: \*

Click in the "Authentication Response" field.

Save

[<< Back to Personal Information](#)

Organization Short Name: ACP004

Functional Entitlement Group:

CH DODwSBTAP

\* = required

## Password Demo

### Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: \*

Enter New Password: \*

Re-enter New Password: \*

### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:

Authentication Response: \*

Save

Click the "Save"  
button.

[<< Back to Personal Information](#)



## Password Demo

ACME04 CP Organization

### U.S. Bank Access® Online

Order Management  
Transaction Management  
Account Information  
Reporting

**My Personal Information**

Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

[★ Log Out](#)

## My Personal Information

User ID: ch1purchase

**i** Password and Authentication information have been successfully saved.

Message text at top of the screen shows successful action.

### Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

### Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

### Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

### Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Click anywhere on the screen to go to the next slide.

**Click Here to Run  
the Contact Info  
Demo**

**-Or-**

**Click Here to Skip  
the Contact Info  
Demo**

**Contact Info**

ACME04 CP Organization

**Demo****U.S. Bank Access® Online**

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

**Message from U.S. Bank****Welcome!**

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ **Log Out****Account Activity**

Select an Account

CP Organization

\*\*\*\*\*5691

**Click the “My Personal Information” high-level task.**

[Order Management](#)  
[Transaction Management](#)  
[Account Information](#)  
[Reporting](#)

**[My Personal Information](#)**

[Password](#)  
[Contact Information](#)  
[Account Access](#)  
[Manage Favorites](#)

[Home](#)  
[Contact Us](#)

## My Personal Information

User ID: ch1purchase

### Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

### Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

### Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

### Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

**Click the "Contact Information" link.**

**Contact Info**

ACME04 CP Organization

Demo

U.S. Bank Access® Online

★ Log Out

Order Management  
Transaction Management  
Account Information  
Reporting

**My Personal Information**  
Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

## My Personal Information

### Change Your Contact Information

User ID: oh1purchase

**Organization Short Name:** ACP004**Functional Entitlement Group:** CH DODwSBTAP

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

**Click in the "Last Name" field.**

First Name: \*

Damita

Last Name: \*

Lopez

MI:

P

Address 1: \*

200 First Street

Address 2:

City: \*

Minneapolis

State/Province: \*

MN

Zip/Postal Code: \*

55402

Country: \*

United States

Phone Number: \*

612-123-1234

Fax Number:

Email Address: \*

Dlopez34@agency.gov

**Contact Info**

ACME04 CP Organization

Demo

U.S. Bank Access® Online

★ Log Out

Order Management  
Transaction Management  
Account Information  
Reporting

**My Personal Information**  
Password  
Contact Information  
Account Access  
Manage Favorites

Home  
Contact Us

## My Personal Information

### Change Your Contact Information

User ID: oh1purchase

**Organization Short Name:** ACP004**Functional Entitlement Group:** CH DODwSBTAP

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

First Name: \*

Last Name: \*

MI:

Address 1: \*

Address 2:

City: \*

State/Province: \*

Zip/Postal Code: \*

Country: \*

Phone Number: \*

Fax Number:

Email Address: \*

Click in the "Address 2"  
field.



**Contact Info**

ACME04 CP Organization

**Demo**

U.S. Bank Access® Online

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**My Personal Information**  
Password  
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## My Personal Information

### Change Your Contact Information

User ID: oh1purchase

**Organization Short Name:** ACP004**Functional Entitlement Group:** CH DODwSBTAP

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

First Name: \*

Last Name: \*

MI:

Address 1: \*

Address 2:

City: \*

State/Province: \*

Zip/Postal Code: \*

Country: \*

Phone Number: \*

Fax Number:

Email Address: \*

**Click anywhere on the  
screen to go to the next  
slide.**

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

\* = required

## Contact Info

Demo

First Name: \*

Damita

Last Name: \*

McCarthy

MI:

P

Address 1: \*

200 First Street

Address 2:

Mail Stop 4321

City: \*

Minneapolis

State/Province: \*

MN

Zip/Postal Code: \*

55402

Country: \*

United States

Phone Number: \*

612-123-1234

Fax Number:

Email Address: \*

Dlopez34@agency.gov

Other:

Save

Reset

[<< Back to Personal Information](#)

Click the "Save"

button.



## Contact Info

ACME04 CP Organization

Demo

U.S. Bank Access® Online

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**My Personal Information**

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### My Personal Information

User ID: ch1purchase

**i** Contact information has been successfully saved.

Message text at top of the screen shows successful action.

#### Password

Change your system password and create or modify an authentication response that will be used when resetting a password.

#### Contact Information

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

#### Account Access

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

#### Manage Accounting Code Favorites

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Click anywhere on the screen to go to the next slide.

# Account Profile

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Cardholder Account Profile

Account Summary

Card Account Number: \*\*\*\*\* 4444 CHRIS DOE

Switch Accounts

Select an item below to view its contents.

Demographic Information

View account name, address, and contact information.

Account Information

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Default Accounting Code

View the default accounting code assigned to the account.

Account History

Request Type	Update Method	Last Updated
Setup		04/26/2006 13:48:13
Maintenance		04/28/2006 15:21:14

Demographic Information

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Account Authorizations

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Financial History

View the account 12-month history, 7-year history analysis, and 7-year history.

★ Log Out

## Account Information



# Demographic Information

## Cardholder Account Profile

### Demographic Information

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

[Switch Accounts](#)

#### Name

**Name:** CHRIS DOE  
**SSN:** 111-22-3333  
**Date of Birth:** 01/1970  
**Optional 1:** 120R  
**Optional 2:** MDDS

#### Address

**Address 1:** 100 MAIN STREET  
**Address 2:** SUITE 100  
**City:** ANYTOWN  
**State/Province:** MN  
**Zip/Postal Code:** 55402  
**Country:** United States

#### Contact Information

**Work Phone:** 123-123-1234  
**Home Phone:** 321-321-4321  
**Alternate Phone:** 111-333-4444  
**Fax:** 222-333-1234  
**Email Address:** CDOE@ACME.COM

[<< Back to Cardholder Account Summary](#)

## Account Information



# Authorization Limits

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### Cardholder Account Profile Account Summary

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

[Switch Accounts](#)

Select an item below to view its contents.

#### [Demographic Information](#)

View account name, address, and contact information.

#### [Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

#### [Default Accounting Code](#)

View the default accounting code assigned to the account.

#### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

#### [Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

**Authorization  
Limits**

#### Account History

Request Type	Update Method	Last Updated
Setup		04/26/2006 13:48:13
Maintenance		04/28/2006 15:21:14

## Account Information



# Authorization Limits

View Profile - Windows Internet Explorer

https://wbt.access.usbank.com/simulation/hands\_on/View%20Profile.htm

File Edit View Favorites Tools Help

View Profile

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## Cardholder Account Profile

Authorization Limits

★ Log Out

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO [Switch Accounts](#)

### Authorization Limits

Note: Credit Limit equals three times the Cycle Limit (Cycle Limit is the Amount of Funds authorized to be spent in a billing cycle).

Credit Limit:	5,000.00
Single Purchase Limit:	2,000.00
% Cash:	0
Available Credit:	5,000.00
Fiscal First Month:	1

### Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	5,000.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

### Custom Velocity Limits

	Limit	Total
--	-------	-------

## Account Information



# Account Information

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## Cardholder Account Profile Account Summary

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

[Switch Accounts](#)

Select an item below to view its contents.

### [Demographic Information](#)

View account name, address, and contact information.

### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

### [Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

### [Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

### [Default Accounting Code](#)

View the default accounting code assigned to the account.

### [Financial History](#)

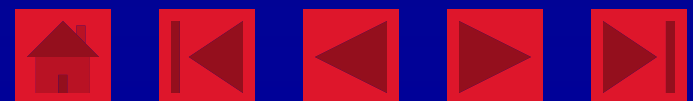
View the account 12-month history, 7-year history analysis, and 7-year history.

## Account History

Request Type	Update Method	Last Updated
Setup		04/26/2006 13:48:13
Maintenance		04/28/2006 15:21:14

Account Information

Account Information





# Account Information

## Cardholder Account Profile

### Account Information

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

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Account Status: " " -OPEN

### Hierarchy Position

Bank	Agent	Company	Division	Department
1425	1155	32308	53016	0000

### Organization Name

ACME

### Account Information

Managing Account: 4321432143214321  
Cycle Day: 20  
Expiration Date: 06/30/2007  
Open Date: 06/11/2002  
Temp Auth Start Date:  
Temp Auth End Date:  
Needs Activation? N  
Current Balance: 0.00  
Past Due Balance: 0.00  
Plastic: Y  
Telecom: N  
Telecom Status:  
Payment Method Code:  
Payment Method Description:

### Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
32308	22222	33333	44444	55555	66666	00000

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# Account Authorizations

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Cardholder Account Profile

Account Summary

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

Switch Accounts

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View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup		04/26/2006 13:48:13
Maintenance		04/28/2006 15:21:14

★ Log Out

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# Account Authorizations

**Cardholder Account Profile**  
Account Authorizations

★ Log Out

Card Account Number: \*\*\*\*\*4444, CHRIS DOE [Switch Accounts](#)

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
7/17/2006	<a href="#">04:42 PM ET</a>	Approved	074354	Mail/Phn Ord	\$341.95	5399	MISCELLANEOUS GENERAL MER
7/17/2006	<a href="#">03:34 PM ET</a>	Declined		Mail/Phn Ord	\$2613.60	5399	MISCELLANEOUS GENERAL MER

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## Account Information



# Account Authorizations

## Cardholder Account Profile

### Account Authorization Summary

Account Number: \*\*\*\*\*4444, CHRIS DOE

[Switch Accounts](#)

Name: CHRIS DOE

Auth Date: 10/26/2006

Auth Number: true

MCC: 9402

Auth Time: 04:25 PM ET

Type of Request: Purchase

MCC Description: POSTAGE STAMPS

Response: Approved

Transaction Amount: \$3.27

[Decline](#)

[Account](#)

[Merchant](#)

[Parent](#)

[Diversion](#)

[Process](#)

THIS REQUEST WAS NOT DECLINED.

[Back to Account Authorizations](#)

Auth Date: 03/31/2004

Auth Number:

MCC: 5691

Auth Time: 11:01 AM ET

Type of Request: Purchase

MCC Description: MEN AND LADIES CLOTHING STORES

Response: Declined

Transaction Amount: \$873.92

[Decline](#)

[Account](#)

[Merchant](#)

[Parent](#)

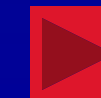
[Diversion](#)

[Process](#)

The Request was declined due to 0803 MCCG exclude  
The Request was declined at the CORPORATE  
The velocity type for the decline was NOT DECLINED FOR VELOCITY  
The following reasons would also have declined the request:  
1. 0803 MCCG exclude

Note that this transaction was not declined.

## Account Information



# Default Accounting Code

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ACME Corporation

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### Cardholder Account Profile Account Summary

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

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Select an item below to view its contents.

#### [Demographic Information](#)

View account name, address, and contact information.

#### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

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View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

#### [Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

#### [Default Accounting Code](#)

View the default accounting code assigned to the account.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

### Default Accounting Code

#### Account History

Request Type	Update Method	Last Updated
Setup		04/26/2006 13:48:13
Maintenance		04/28/2006 15:21:14

# Default Accounting Code

## Cardholder Account Profile

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### Default Accounting Code

Card Account Number: \*\*\*\*\*4444, CHRIS DOE

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### Default Accounting Code

#### Segment Name (Length)

APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)
11220000000000000000	44	54544	AFPC46	222222222222					122348		

### Default Accounting Code Comments:

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## Account Information



# Financial History

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### Cardholder Account Profile Account Summary

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Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

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#### [Default Accounting Code](#)

View the default accounting code assigned to the account.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

**Financial  
History**

#### Account History

Request Type	Update Method	Last Updated
Setup		04/26/2006 13:48:13
Maintenance		04/28/2006 15:21:14

## Account Information



# Financial History

## Cardholder Account Profile Financial History

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

[Switch Accounts](#)

12 Month History

7 Year History Analysis

7 Year History

The 12 Month History includes accumulated account information for the current and 12 previous billing cycles. Each page includes the current billing cycle and four billing cycles of history.

Page: [1](#) | [2](#) | [3](#)

	Current	08/25/2006	07/25/2006	06/26/2006	05/25/2006
Number of Payments	0	0	0	0	0
Total Payments	\$0	\$0	\$0	\$0	\$0
(Last Payment: 00/00/00)					
Minimum Payment	\$0	\$0	\$0	\$0	\$0
Number of Purchases	1	3	2	3	18
Total Purchases	\$3.27	\$67.73	\$27.73	\$104.72	\$929.74
(Last Purchase: 10/10/06)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0	\$0	\$0	\$0	\$0
(Last Cash Advance: 00/00/00)					
Number of Credits	0	0	0	0	0
Total Credits	\$0	\$0	\$0	\$0	\$0

## Account Information





# Financial History

## Cardholder Account Profile

### Financial History

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

[Switch Accounts](#)

12 Month History

7 Year History Analysis

7 Year History

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	0	14	25	0	0	0	21	1
Times Statement Generated	5	19	1	14	25	0	0	0
Times Overlimit	21	1	5	19	1	12	12	12
Times Past Due 01-30 Days	12	12	12	11	83	12	11	12
Times Past Due 31-60 Days	12	12	12	11	82	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NFS Check	0	0	0	0	0	0	0	0
Times Small Balance Written Off	0	0	0	0	0	0	0	0

[<< Back to Cardholder Account Summary](#)

## Account Information



# Financial History

## Cardholder Account Profile Financial History

[★ Log Out](#)

Card Account Number: \*\*\*\*\* 4444, CHRIS DOE

[Switch Accounts](#)

12 Month History

7 Year History Analysis

7 Year History

The 7 Year History indicates with a "Y" if the listed condition occurred on the account during that billing cycle.

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)

	09/06	08/06	07/06	06/06	05/06	04/06	03/06	02/06	01/06	12/05	11/05	10/05
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NFS Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written Off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: [0-12](#) | [13-24](#) | [25-36](#) | [37-48](#) | [49-60](#) | [61-72](#) | [73-84](#)[<< Back to Cardholder Account Summary](#)

## Account Information



**Click Here to Run  
the Account  
Profile Demo**

**-Or-**

**Click Here to Skip  
the Account Profile  
Demo**



# Account Profile Demo

ACME04 CP Organization

## U.S. Bank Access® Online

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### Message from U.S. Bank

Welcome!

Click the "Account Information" high-level task.

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ Log Out

Account Activity

Select an Account

CP Organization  
\*\*\*\*\*5691



# Account Profile Demo

ACME04 CP Organization

U.S. Bank Access® Online

★ Log Out

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## Account Information

### Statement

View account statement(s).

- [Cardholder Account Statement](#)

### Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)

Click the "Cardholder Account Profile" link.



# Account Profile

ACME04 CP Organization

Demo

U.S. Bank Access® Online

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## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Select an item below to view its contents. You can also

**Click the "Demographic Information" link.**

[Demographic Information](#)

View account name, address, and contact information.

[Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

[Account Authorizations](#)

View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

[Default Accounting Code](#)

View the default accounting code assigned to the account.

[Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13



# Account Profile

ACME04 CP Organization

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## Cardholder Account Profile

### Demographic Information

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

#### Name

Name: DAMITA MARALDO  
Date of Birth:  
Identification Number:  
Tax Exempt Number:  
Optional 1:  
Third Line Embossing:

#### Address

Address 1: EP-MN-L25C TRAINING  
Address 2: 200 SOUTH 6TH STREET  
City: MINNEAPOLIS MN 554021403  
State/Province: MN  
Zip/Postal Code:  
Country: United States

#### Contact Information

Work Phone: 612-973-0001  
Home Phone:  
Alternate Phone: 000000000000000000  
Fax: 999-999-9999  
Email Address:

[<< Back to Cardholder Account Summary](#)

Click the "Back to  
Cardholder Account  
Summary" link.



# Account Profile

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## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Select an item below to view its contents. You can also

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View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

[Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

Click the "Authorization Limits" link.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13





# Account Profile

ACME04 CP Organization

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## Cardholder Account Profile

### Authorization Limits

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

### Authorization Limits

Credit Limit:	2,500.00
Single Purchase Limit:	500.00
Available Credit:	2,500.00
Fiscal First Month:	1

### Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

### Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:

Refresh To Date:

Click anywhere on the  
screen to go to the next  
slide.

Available Credit: 2,500.00  
Fiscal First Month: 1

## Account Profile

### Demo

#### Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

#### Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:  
Refresh To Date:  
Days in Refresh Cycle:

Refer To Managing Account  
Merchant Authorization  
Controls: N

Refer To Managing Account  
Velocity Limits: N

Refer To Managing Account  
Single Purchase Limit: N

#### Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
CASH	Approve	0	Custom	<a href="#">View Details</a>

Click the "View Details"  
[link.](#)



# Account Profile

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## Cardholder Account Profile

### Merchant Authorization Control Detail

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Control Name: CASH  
Description: CONVENIENCE CHECK  
Type:  
MCC Field 1: 6051,6010-6012  
MCC Field 2:  
MCC Field 3:  
MCC Field 4:  
MCC Field 5:

#### Authorization Action:

Refer to Managing Account  
Merchant Authorization Control: Y

#### Diversion Account:

Credit Diversion Account:

#### Debit Only:

Single Purchase Limit: 0

Refer to Managing Account  
Single Purchase Limit: Y

#### Standard Template Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0

Click anywhere on the  
screen to go to the next  
slide.

**Control Name:** CASH  
**Description:** CONVENIENCE CHECK  
**Type:**  
**MCC Field 1:** 6051,6010-6012  
**MCC Field 2:**  
**MCC Field 3:**  
**MCC Field 4:**  
**MCC Field 5:**

## Account Profile

### Demo

#### Authorization Action:

**Refer to Managing Account**  
**Merchant Authorization Control:** Y

#### Diversion Account:

**Credit Diversion Account:**

#### Debit Only:

**Single Purchase Limit:** 0

**Refer to Managing Account**  
**Single Purchase Limit:** Y

#### Standard Template Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0

#### Custom Template Limits

	Limit	Total
Other Dollar:	0	0
Other Transaction:	0	0

**Refresh From Date:**

**Refresh To Date:**

**Days in Refresh Cycle:**

**Refer to Managing Account** Y  
**Velocity Limits:**

[<< Back to Authorization Limits](#)

Click the "Back to Authorization Limits" link.



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## Cardholder Account Profile

### Authorization Limits

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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### Authorization Limits

Credit Limit:	2,500.00
Single Purchase Limit:	500.00
Available Credit:	2,500.00
Fiscal First Month:	1

### Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

### Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:

Refresh To Date:

Click anywhere on the  
screen to go to the next

slide.

Fiscal First Month: 1

### Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

### Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:  
Refresh To Date:  
Days in Refresh Cycle:

Refer To Managing Account  
Merchant Authorization  
Controls: N

Refer To Managing Account  
Velocity Limits: N

Refer To Managing Account  
Single Purchase Limit: N

### Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
CASH	Approve	0	Custom	<a href="#">View Details</a>

## Account Profile Demo

[<< Back to Cardholder Account Summary](#)

Click the "Back to Cardholder Account  
Summary" link.



# Account Profile

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## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Click on the "Account Information" link.

Select an item below to view its contents. You can also

#### [Demographic Information](#)

View account name, address, and other information.

#### [Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

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View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

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View the default accounting code assigned to the account.

#### [Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13



# Account Profile

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## Cardholder Account Profile

### Account Information

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Account Status: ""-OPEN

### Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

### Organization Name

TRAINING DIVISION

### Account Information

**Managing Account:** 4716304556606120  
**Cycle Day:** 19  
**Expiration Date:** 10/31/2008  
**Open Date:** 10/21/2005  
**Temp Auth Start Date:**  
**Temp Auth End Date:**  
**Needs Activation?** Y  
**Current Balance:** 0.00  
**Past Due Balance:** 0.00  
**Plastic:** N  
**Checks:** N  
**Telecom:** N  
**Telecom Status:**  
**Payment Method Code:**  
**Payment Method Description:**

### Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
11790	00000	00000	00000	00000	00000	00000

Click anywhere on the screen to go to the next slide.



## Cardholder Account Profile

### Account Information

## Account Profile

Demo

★ Log Out

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Account Status: ""-OPEN

### Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

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### Account Information

Managing Account: 4716304556606120

Cycle Day: 19

Expiration Date: 10/31/2008

Open Date: 10/21/2005

Temp Auth Start Date:

Temp Auth End Date:

Needs Activation? Y

Current Balance: 0.00

Past Due Balance: 0.00

Plastic: N

Checks: N

Telecom: N

Telecom Status:

Payment Method Code:

Payment Method Description:

### Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
11790	00000	00000	00000	00000	00000	00000

[<< Back to Cardholder Account Summary](#)

Click the "Back to Cardholder Account Summary" link.



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### Account Summary

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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View the default accounting code assigned to the account.

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View the account 12-month history, 7-year history analysis, and 7-year history.

Click the "Account  
Authorizations"  
link.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

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### Account Authorization Summary

Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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Click the "10:18 PM ET"

link.

Auth Date	Auth Time	Response	Card Number	Type of Request	Transaction Amount	MCC	MCC Description
07/14/2004	<a href="#">10:18 PM ET</a>	Approved	054216	Purchase	\$648.00	7011	OFFICE SUPPLIES
07/13/2004	<a href="#">04:27 PM ET</a>	Approved	022601	Mail/Phn Ord	\$292.00	3058	OFFICE SUPPLIES
07/10/2004	<a href="#">01:46 PM ET</a>	Approved	081436	Reversal	\$309.00	3357	OFFICE SUPPLIES
07/09/2004	<a href="#">07:59 PM ET</a>	Approved	081436	Purchase	\$309.00	3357	OFFICE SUPPLIES
07/09/2004	<a href="#">04:59 PM ET</a>	Approved	077080	Mail/Phn Ord	\$186.00	3060	OFFICE SUPPLIES
07/09/2004	<a href="#">08:35 AM ET</a>	Approved	067589	Mail/Phn Ord	\$277.00	3058	OFFICE SUPPLIES
07/09/2004	<a href="#">08:35 AM ET</a>	Approved	065051	Mail/Phn Ord	\$186.00	3060	OFFICE SUPPLIES
07/08/2004	<a href="#">05:51 PM ET</a>	Approved	038648	Mail/Phn Ord	\$320.00	3060	OFFICE SUPPLIES
07/08/2004	<a href="#">12:13 PM ET</a>	Approved	005590	Mail/Phn Ord	\$320.00	3060	OFFICE SUPPLIES
07/07/2004	<a href="#">10:02 PM ET</a>	Approved	071356	Purchase	\$229.00	3513	OFFICE SUPPLIES
07/07/2004	<a href="#">05:16 PM ET</a>	Approved	082629	Mail/Phn Ord	\$824.00	3063	OFFICE SUPPLIES
07/06/2004	<a href="#">05:36 AM ET</a>	Approved	086909	Mail/Phn Ord	\$375.00	3001	OFFICE SUPPLIES
07/04/2004	<a href="#">06:57 AM ET</a>	Approved	047290	Reversal	\$215.42	3640	OFFICE SUPPLIES
07/02/2004	<a href="#">03:46 PM ET</a>	Approved	081787	Mail/Phn Ord	\$525.00	3063	OFFICE SUPPLIES
07/01/2004	<a href="#">09:41 PM ET</a>	Approved	047290	Purchase	\$215.42	3640	OFFICE SUPPLIES
06/30/2004	<a href="#">03:58 AM ET</a>	Approved	056119	Purchase	\$138.00	3357	OFFICE SUPPLIES

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## Cardholder Account Profile

### Account Authorizations

Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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Name: DAMITA MARALDO

Auth Date: 07/14/2004

Auth Number: 054216

MCC: 7011

Auth Time: 10:18 PM ET

Type of Request: Purchase

MCC Description: OTHER

Response: Approved

Transaction Amount: \$648.00

Decline

Account

Merchant

Parent

Diversion

Process

THIS REQUEST WAS NOT DECLINED.

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Click the "Back to Account Authorizations List" link.



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### Account Authorization Summary

Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
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07/09/2004	<a href="#">04:59 PM ET</a>	Approved	077080	Mail/Phn Ord	\$186.00	3060	OFFICE SUPPLIES
07/09/2004	<a href="#">08:35 AM ET</a>	Approved	067589	Mail/Phn Ord	\$277.00	3058	OFFICE SUPPLIES
07/09/2004	<a href="#">08:35 AM ET</a>	Approved	065051	Mail/Phn Ord	\$186.00	3060	OFFICE SUPPLIES
07/08/2004	<a href="#">05:51 PM ET</a>	Approved	038648	Mail/Phn Ord	\$320.00	3060	OFFICE SUPPLIES
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07/07/2004	<a href="#">05:16 PM ET</a>	Approved	082629	Mail/Phn Ord	\$824.00	3063	OFFICE SUPPLIES
07/06/2004	<a href="#">05:36 AM ET</a>	Approved	086909	Mail/Phn Ord	\$375.00	3001	OFFICE SUPPLIES
07/04/2004	<a href="#">06:57 AM ET</a>	Approved	047290	Reversal	\$215.42	3640	OFFICE SUPPLIES
07/02/2004	<a href="#">03:46 PM ET</a>	Approved	081787	Mail/Phn Ord	\$525.00	3063	OFFICE SUPPLIES
07/01/2004	<a href="#">09:41 PM ET</a>	Approved	047290	Purchase	\$215.42	3640	OFFICE SUPPLIES
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## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

[Switch Accounts](#)

Select an item below to view its contents. You can also

[Demographic Information](#)

View account name, address, and contact information.

[Authorization Limits](#)

View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

[Account Information](#)

View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

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[Default Accounting Code](#)

View the default accounting code assigned to the account.

[Financial History](#)

View the account 12-month history, 7-year history analysis, and 7-year history.

Click the "Default Accounting Code" link.

### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13



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## Cardholder Account Profile

### Default Accounting Code

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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### Default Accounting Code

Segment Name (Length)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)
APPROPRIATION (20)	44	54544	AFPC46	222222222222					122348	

[<< Back to Cardholder Account Summary](#)

**Click the "Back to Cardholder Account Summary" link.**



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Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13





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## Cardholder Account Profile Financial History

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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12 Month History

7 Year History Analysis

7 Year History

The 12 Month History includes accumulated account information for the current and 12 previous billing cycles. Each page includes the current billing cycle and four billing cycles of history.

Page: [1](#) | [2](#) | [3](#)

	Current	08/25/2006	07/25/2006	06/26/2006	05/25/2006
Number of Payments	0	0	0	0	0
Total Payments	\$0	\$0	\$0	\$0	\$0
(Last Payment: 00/00/00)					
Minimum Payment	\$0	\$0	\$0	\$0	\$0
Number of Purchases	1	3	2	3	18
Total Purchases	\$3.27	\$67.73	\$27.73	\$104.72	\$929.74
(Last Purchase: 10/10/06)					
Number of Cash Advances	0	0	0	0	0
Total Cash Advances	\$0	\$0	\$0	\$0	\$0
(Last Cash Advance: 00/00/00)					
Number of Credits	0	0	0	0	0
Total Credits	\$0	\$0	\$0	\$0	\$0
(Last Credit: 07/02/04)					
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0	\$0	\$0	\$0	\$0
Insurance fees	\$0	\$0	\$0	\$0	\$0
Late Charges	\$0	\$0	\$0	\$0	\$0
Overlimit Fees	\$0	\$0	\$0	\$0	\$0
Bank Service Fees	\$0	\$0	\$0	\$0	\$0

Click  
anywhere on  
the screen to  
go to the next  
slide.

	Current	06/23/2006	07/23/2006	08/20/2006	09/23/2006
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	<b>Account Profile</b>				\$0
Minimum Payment	\$0	\$0	\$0	\$0	\$0
Number of Purchases	1	3	2	3	18
Total Purchases (Last Purchase: 10/10/06)	\$3.27	\$67.73	\$27.73	\$104.72	\$929.74
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	\$0	\$0	\$0	\$0	\$0
Number of Credits	0	0	0	0	0
Total Credits (Last Credit: 07/02/04)	\$0	\$0	\$0	\$0	\$0
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	\$0	\$0	\$0	\$0	\$0
Insurance fees	\$0	\$0	\$0	\$0	\$0
Late Charges	\$0	\$0	\$0	\$0	\$0
Overlimit Fees	\$0	\$0	\$0	\$0	\$0
Purchase Finance Charges	\$0	\$0	\$0	\$0	\$0
Cash Advance Finance Charges	\$0	\$0	\$0	\$0	\$0
Credit Limit	\$5000	\$5000	\$5000	\$5000	\$5000
Balance	\$3.27	\$67.73	\$27.73	\$104.72	\$929.74
Outstanding Purchase Balance	\$0	\$0	\$0	\$0	\$0
Outstanding Cash Balance	\$0	\$0	\$0	\$0	\$0
Outstanding Misc Charges	\$0	\$0	\$0	\$0	\$0
Outstanding Purchase Finance Charges	\$0	\$0	\$0	\$0	\$0
Outstanding Cash Adv Finance Charges	\$0	\$0	\$0	\$0	\$0
Past Due	\$0	\$0	\$0	\$0	\$0
Avg Daily Bal - Purchases	\$0	\$0	\$0	\$0	\$0
Avg Daily Bal - Cash Adv	\$0	\$0	\$0	\$0	\$0
Avg Daily Bal - Purchases and Cash Adv	\$0	\$0	\$0	\$0	\$0

**Click  
anywhere on  
the screen to  
go to the next  
slide.**



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## Cardholder Account Profile

### Account Summary

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

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### Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Click anywhere on the  
screen to go to the next  
slide.

# Viewing Statements

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**Cardholder Statements**

**Cardholder Statement**  
**Select Cycle**

Account Number: 4246040009598774, CHASTIN J DORDING [Switch Accounts](#)

Please select a cycle to view for the account selected. **Please note:** The statement display cannot be used for remittance of payment; it is for display purposes only.

Select Billing Cycle:  
02/06/2004 ▼



**View Statement**

★ Log Out

## Account Information



# Viewing Statements

	ACME CORPORATION
 U.S. BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343	MEMO STATEMENT
5358X32	ACCOUNT NUMBER 4246-0400-0959-8774
	STATEMENT DATE 03-26-07
	TOTAL ACTIVITY \$ 144.00
	AMOUNT DUE \$0.00
	DO NOT REMIT
CHASTIN J. DORDING 2222 S. 7TH ST EP-MN-TT2C MINNEAPOLIS MN 55454-1305	107
4246040009598774 000000000	

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	7479826707801911111178	2741	27.00
03-19	03-17	UAT OFFICE FURNITURE TO GO ST LOUIS MO	7479826707801911111186	5021	45.00
03-26	03-15	JOHNSONS PRINTING BOSTON MA	7479826708501911111179	2741	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	7479826708501911111187	5021	45.00

Default Accounting Code: 55555		102300NLUJ2743	
CUSTOMER SERVICE CALL  1-800-344-5696	ACCOUNT NUMBER 4246-0400-0959-8774		ACCOUNT SUMMARY
	STATEMENT DATE 03-26-07	DISPUTED AMOUNT \$ .00	PREVIOUS BALANCE \$ .00
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6344 FARGO, ND 58125-6344	AMOUNT DUE \$ 0.00		PURCHASES & OTHER CHARGES \$ 144.00
	DO NOT REMIT		CASH ADVANCES \$ .00
			CASH ADVANCE FEE \$ .00
			CREDITS \$ .00
			TOTAL ACTIVITY \$ 144.00

Account Information



# Order Management

## (CARE Transaction Log)

- Creating a manual order
- Matching transactions to orders in order management
- Matching multiple transactions and orders at the same time

# Create a Manual Order

Personal | Business | Institution / Government | About U.S. Bancorp

**usbank.**  
Five Star Service Guaranteed

**U.S. Bank Access® Online**

**Order Management**  
Order Maintenance  
Match Multiple Orders  
Transaction Management  
Account Information  
Reporting  
My Personal Information

**Home**  
**Contact Us**

**Select the "Order Management" high-level task.**

**Order Management**  
**Create Order**

Account Number: 4716300005905691, DAMITA MARALDO [Switch Accounts](#)

[» Create Order](#) | [Manage Orders](#) | [Trans List](#)

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required [Create Order from Existing Order](#)

**Order Information** [Return to top](#) | [Go to Save](#)

**General**

Order Number: \*  Order Date: \*  Creation Date: 06/12/2006

Order Status: Open Source: ch1purchase Order User ID:

Business Unit:  Invoice #:  Document #:

Transaction Method Code:

**Financials**

Order Amount: \*  Order Tax:  Freight Amount:

Source Currency:  Source Currency Amount:  Miscellaneous Amount:

## Order Management



# Create a Manual Order (Order Information)

**Order Information**[Return to top](#) | [Go to Save](#)

**General**  
Order Number: \*  Order Date: \*  Creation Date: 06/12/2006  
Order Status: Open Source: ch1purchase Order User ID:   
Business Unit:  Invoice #:  Document #:   
Transaction Method Code:

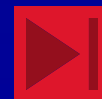
**Financials**  
Order Amount: \*  Order Tax:  Freight Amount:   
Source Currency:  Source Currency Amount:  Miscellaneous Amount:   
Contingency Operations:  Property Book:  UID Required:   
Contract Payment Method:

**Merchant**  
Name: \*   
City:  State:  Postal Code:

**Ship To**  
City:  State:  Postal Code:   
Destination Code:  Merchandise Received Date:  Merchandise Due Date:   
Merchandise Need Date:  Hazardous Materials:  OCONUS Shipment Method:

**Additional Information**  
PMO Reserved 1:  PMO Reserved 2:  Shipping Data:

Required fields have a red  
asterisk.





# Create a Manual Order

## (Line Items Section)

### Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	7.5	37.50	2.50 %
<input type="checkbox"/>	8765432	Printer Toner	12	Each	12	144.00	9.60 %
<input type="checkbox"/>	9876543	Color Copier	1	Each	1318.5	1318.50	87.90 %

[Check All Shown](#) | [Uncheck All Shown](#)

Tax: 0.00 0.00 %

Freight: 0.00 0.00 %

**Total:** 1500.00 100.00 %

Amount Remaining: 0.00 0.00 %

**Remove**

**Add**

1 Line Items

## Order Management



# Create a Manual Order

## (Allocations Section)

### Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the "Add" button.

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection		Accounting Code - Segment Name (Length)		
			Current Name	Change to:	APPROPRIATION (20)	OAC (2)	ASN (6)
<input type="checkbox"/>	\$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	54540000000000000000*	87*	87*
Unallocated Amount		\$ 0.00	0.00 %				

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#) [Set All to Default Accounting Code](#) [Reset All Allocations](#)

[Add](#)  Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Order Management



# Create a Manual Order

**Comments**[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

**Match Tolerance**[Return to top](#) | [Go to Save](#)

The order record contains no check for tolerance on both Amount and Percent. Therefore the match tolerance will be no check for tolerance.

Save and Create Order

Click the "Save and Create Order" button.

## Order Management



**Click Here to Run  
the Order Creation  
Demo**

**-Or-**

**Click Here to Skip  
the Order Creation  
Demo**



## Order Creation

ACME04 CP Organization

Demo

U.S. Bank Access® Online

Select the "Order Management" high-level task.

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

### Message from U.S. Bank

#### Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ Log Out

#### Account Activity

Select an Account

CP Organization  
\*\*\*\*\*5691





# Order Creation

ACME04 CP Organization

Demo

U.S. Bank Access® Online

★ Log Out

**Order Management**[Order Maintenance](#)  
[Match Multiple Orders](#)**Transaction Management**[Account Information](#)[Reporting](#)[My Personal Information](#)[Home](#)[Contact Us](#)

## Order Management

### Order Maintenance

View, create, maintain, delete, and/or suspend order records.

- [Create New Order Record](#)

Click the "Create New Order Record" link.

### Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).



# Order Creation

ACME04 CP Organization

Demo

U.S. Bank Access® Online

★ Log Out

## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

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## Order Management

### Create Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)
[» Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required

[Create Order from Existing Order](#)

### Order Information

[Return to top](#) | [Go to Save](#)

#### General

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007Order Status: Open Source: ch1purchase Order User ID: Business Unit:  Invoice #:  Document #: Transaction Method Code:  Requestor Name: \*  Shipping Data: Authorization Number: 

Click in the "Requestor Name" field.

#### Financials

Order Amount: \*  Order Tax:  Freight Amount: Source Currency:  Property Book: \*  UID Required: \* Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations: Source Currency Amount:



# Order Creation

ACME04 CP Organization

Demo

U.S. Bank Access® Online

★ Log Out

## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

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## Order Management

### Create Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)
[» Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required

[Create Order from Existing Order](#)

### Order Information

[Return to top](#) | [Go to Save](#)

#### General

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007  
 Order Status: Open Source: ch1purchase Order User ID:   
 Business Unit:  Invoice #:  Document #:   
 Transaction Method Code:  Requestor Name: \*  Shipping Data:   
 Authorization Number:

Click anywhere on the  
screen to go to the next  
slide.

#### Financials

Order Amount: \*  Order Tax:  Freight Amount:   
 Source Currency:  Property Book: \*  UID Required: \*   
 Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations:   
 Source Currency Amount:





# Order Creation

ACME04 CP Organization

Demo

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## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

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## Order Management

### Create Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)
[» Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required

[Create Order from Existing Order](#)

### Order Information

[Return to top](#) | [Go to Save](#)

#### General

Order Number: \* 0000103752 Order Date: \* 04/24/2007 Creation Date: 04/24/2007

Order Status: Open Source: ch1purchase Order User ID: ch1purchase

Business Unit: Purchasing Invoice #: 54321 Document #: 12345678

Transaction Method Code: Online Requestor Name: \* Damita Maraldo Shipping Data:

Authorization Number: AB456789

Click in the "Order Amount"  
field.

#### Financials

Order Amount: \* 0 Order Tax: 0 Freight Amount:

Source Currency: Property Book: \* No (Default) UID Required: \* No

Contract Payment Method: \* No Miscellaneous Amount: Contingency Operations:

Source Currency Amount:



# Order Creation Demo

ACME04 CP Organization

U.S. Bank Access® Online

★ Log Out

**Order Management**Order Maintenance  
Match Multiple Orders**Transaction Management****Account Information****Reporting****My Personal Information**

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## Order Management

### Create Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)
[» Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required

[Create Order from Existing Order](#)**Order Information**[Return to top](#) | [Go to Save](#)**General**

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007

Order Status: Open Source: ch1purchase Order User ID:

Business Unit:  Invoice #:  Document #:

Transaction Method Code:  Requestor Name: \*  Shipping Data:

Authorization Number:

Click anywhere on the screen to go to the next slide.

**Financials**

Order Amount: \*  Order Tax:  Freight Amount:

Source Currency:  Property Book: \*  UID Required: \*

Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations:

Source Currency Amount:



# Order Creation

ACME04 CP Organization

Demo

U.S. Bank Access® Online

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## Order Management

[Order Maintenance](#)  
[Match Multiple Orders](#)

## Transaction Management

[Account Information](#)
[Reporting](#)
[My Personal Information](#)

## Order Management

### Create Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)
[» Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required

[Create Order from Existing Order](#)

### Order Information

[Return to top](#) | [Go to Save](#)

#### General

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007

Order Status: Open Source: ch1purchase Order User ID:

Business Unit:  Invoice #:  Document #:

Transaction Method Code:  Requestor Name: \*  Shipping Data:

Authorization Number:

Click anywhere on the  
screen to go to the next  
slide.

#### Financials

Order Amount: \*  Order Tax:  Freight Amount:

Source Currency:  Property Book: \*  UID Required: \*

Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations:

Source Currency Amount:

[Home](#)
[Contact Us](#)

**Order Creation**

Demo

**General**

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007

Order Status: Open Source: ch1purchase Order User ID:

Business Unit:  Invoice #:  Document #:

Transaction Method Code:  Requestor Name: \*  Shipping Data:

Authorization Number:

**Financials**

Order Amount: \*  Order Tax:  Freight Amount:

Source Currency:  Property Book: \*  UID Required: \*

Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations:

Source Currency Amount:

**Merchant****Click in the "Name" field in the *Merchant* section.**

Name: \*

City:  State:  Postal Code:

**Ship To**

City:  State:  Postal Code:

Destination Code:  Hazardous Materials: \*  OCONUS Shipment Method:

Merchandise Received Date:  Merchandise Due Date:  Merchandise Need Date:

**Additional Information**

PMO Reserved 1:  PMO Reserved 2:  Other Data:

**Order Creation**

Demo

**General**

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007

Order Status: Open Source: ch1purchase Order User ID:

Business Unit:  Invoice #:  Document #:

Transaction Method Code:  Requestor Name: \*  Shipping Data:

Authorization Number:

**Financials**

Order Amount: \*  Order Tax:  Freight Amount:

Source Currency:  Property Book: \*  UID Required: \*

Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations:

Source Currency Amount:

**Merchant****Click anywhere on the screen to go to the next slide.**

Name: \*

City:  State:  Postal Code:

**Ship To**

City:  State:  Postal Code:

Destination Code:  Hazardous Materials: \*  OCONUS Shipment Method:

Merchandise Received Date:  Merchandise Due Date:  Merchandise Need Date:

**Additional Information**

PMO Reserved 1:  PMO Reserved 2:  Other Data:

**Order Information**[Return to top](#) | [Go to Save](#)**Order Creation****Demo****General**

Order Number: \*  Order Date: \*  Creation Date: 04/24/2007

Order Status: Open Source: ch1purchase Order User ID:

Business Unit:  Invoice #:  Document #:

Transaction Method Code:  Requestor Name: \*  Shipping Data:

Authorization Number:

**Financials**

Order Amount: \*  Order Tax:  Freight Amount:

Source Currency:  Property Book: \*  UID Required: \*

Contract Payment Method: \*  Miscellaneous Amount:  Contingency Operations:

Source Currency Amount:

**Merchant****Click anywhere on the screen to go to the next slide.**

Name: \*

City:  State:  Postal Code:

**Ship To**

City:  State:  Postal Code:

Destination Code:  Hazardous Materials: \*  OCONUS Shipment Method:

Merchandise Received Date:  Merchandise Due Date:  Merchandise Need Date:

**Additional Information**

PMO Reserved 1:  PMO Reserved 2:  Other Data:

**Line Items**[Return to top](#) | [Go to Save](#)

## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

## Order Creation

Demo

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total	Unallocated Amount
--------	--------------	--------------------	-----	-----------------	-----------	-----------------	--------------------

*No Line Items have been defined for this order. Click "Add" to add line items.*

Add

Line Items

Click the "Line Items" field.

[Return to top](#) | [Go to Save](#)

## Allocations

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting co

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name
--------	------------------	-------------------	---

Accounting Code - Segment Name (Length)

Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAF

*No allocations exist for this order. Click the "Add" button to add allocations.*

Set All to Default Accounting Code

Reset All Allocations

Add

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

## Line Items

[Return to top](#) | [Go to Save](#)

## Order Creation

Demo

The Line Items section provides a list of line items that comprise the order.

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total	Demo Amount
No Line Items have been defined for this order. Click "Add" to add line items.							

Add

3

Line Items

## Allocations

[Return to top](#) | [Go to Save](#)

Click the "Add" button.

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Current Name	Accounting Code Selection	Accounting Code - Segment Name (Length)
No allocations exist for this order. Click the "Add" button to add allocations.					Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (5) PEC (12) ORG (8) MFP (2) JO (8) SAR

Set All to Default Accounting Code

Reset All Allocations

Add

1

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name



## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

[Show/Hide Table Details](#)

## Order Creation

Demo

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>				Each			%
<input type="checkbox"/>				Each			%
<input type="checkbox"/>				Each			%

[Check All Shown](#) | [Uncheck All Shown](#)

**Remove**

**Click the top-most "Product Code" field.**

field.

**Add**

1

Line Items

Tax: 0.00 0.00 %

ght: 50.00 3.33 %

**Total:** 50.00 3.33 %

Amount Remaining: 1450.00 96.67 %

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

[Allocate by Line Item](#)

\* = required

Remove	Allocation	% of Order	Prepopulated Accounting Code Selection	Accounting Code - Segment Name (Length)
Total	Amount	Current Name	Change to:	APPROPRIATION (20) OAC (2) ASN (6) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

**Set All to Default Accounting Code**

**Reset All Allocations**

**Add**

1

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

## Order Creation

Demo

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321		0	Each	0	0.00	0.00 %
<input type="checkbox"/>				Each		0.00	%
<input type="checkbox"/>				Each		0.00	%

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#)

Click in the top-most "Item Description" field.

[Add](#)

1 Line Items

Tax: 0.00 0.00 %

Weight: 50.00 3.33 %

**Total:** 50.00 3.33 %

Amount Remaining: 1450.00 96.67 %

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting code

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length)
Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR				

No allocations exist for this order. Click the "Add" button to add allocations.

[Set All to Default Accounting Code](#)

[Reset All Allocations](#)

[Add](#)

1 Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

## Order Creation

Demo

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	0	Each	0	0.00	0.00 %
<input type="checkbox"/>				Each		0.00	%
<input type="checkbox"/>				Each		0.00	%

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#)

Click in the top-most "Qty" field.

[Add](#)

1

Line Items

Tax: 0.00 0.00 %

Freight: 50.00 3.33 %

**Total:** 50.00 3.33 %

Amount Remaining: 1450.00 96.67 %

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting code

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length)
Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR				
No allocations exist for this order. Click the "Add" button to add allocations.				

[Set All to Default Accounting Code](#)

[Reset All Allocations](#)

[Add](#)

1

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

## Order Creation

### Demo

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Each	0	0.00	0.00 %
<input type="checkbox"/>				Each		0.00	%
<input type="checkbox"/>				E		0.00	%

[Check All Shown](#) | [Uncheck All Shown](#)[Remove](#)

Click in the top-most "Unit of Measure" field.

[Add](#)

Line Items

Tax:  Freight:  **Total:**  Amount Remaining:  

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting code

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length)
Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR				
No allocations exist for this order. Click the "Add" button to add allocations.				

[Set All to Default Accounting Code](#)[Reset All Allocations](#)[Add](#)

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

## Line Items

[Return to top](#) | [Go to Save](#)

## Order Creation

Demo

The Line Items section provides a list of line items that comprise the order.

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	0	0.00	0.00 %
<input type="checkbox"/>				Each		0.00	%
<input type="checkbox"/>				Each		0.00	%

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#)

[Add](#)

1 Line Items

Click in the top-most "Unit Cost" field.

Tax: 0.00 0.00 %

Freight: 50.00 3.33 %

**Total:** 50.00 3.33 %

Amount Remaining: 1450.00 96.67 %

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the "Add" button.

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length)
Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR				
No allocations exist for this order. Click the "Add" button to add allocations.				

[Set All to Default Accounting Code](#)

[Reset All Allocations](#)

[Add](#)

1 Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

The Line Items section provides a list of line items that comprise the order.

Order Creation  
Demo

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	7.5	37.50	2.50 %
<input type="checkbox"/>				Each		0.00	%
<input type="checkbox"/>				Each		0.00	%

[Check All Shown](#) | [Uncheck All Shown](#)

Remove

Add

Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	87.50	5.83 %
Amount Remaining:	1412.50	94.17 %

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting code

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length)
Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR				
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code

Reset All Allocations

Add

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

Click anywhere on the screen to go to the next slide.

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

## Line Items

[Return to top](#) | [Go to Save](#)

The Line Items section provides a list of line items that comprise the order.

## Order Creation

Demo

[Show/Hide Table Details](#)

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
<input type="checkbox"/>	7654321	Copy Paper	5	Ream	7.5	37.50	2.50 %
<input type="checkbox"/>	8765432	Printer Toner	12	Each	12	144.00	9.60 %
<input type="checkbox"/>	9876543	Color Copier	1	Each	1268.5	1268.50	84.57 %

[Check All Shown](#) | [Uncheck All Shown](#)

**Remove**

**Add**

1

Line Items

Tax: 0.00 0.00 %

Freight: 50.00 3.33 %

**Total:** 1500.00 100.00 %

Amount Remaining: 0.00 0.00 %

## Allocations

[Return to top](#) | [Go to Save](#)

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting code

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length)
Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR				

No allocations exist for this order. Click the "Add" button to add allocations.

**Set All to Default Accounting Code**

**Reset All Allocations**

**Add**

1

Additional Allocation(s)

**Note:** Rows marked for deletion are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

Click the "Add" button in the Allocations section.

The Comments section is a user-defined text area(s) that can be used for comments associated to the order.

## Allocations

# Order Creation

[Return to top](#) | [Go to Save](#)

Demo

This section displays allocations associated to the order or allocations applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the [Allocate by Line Item](#) button.

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Leave Blank)
<input type="checkbox"/>	\$ 0.00	or 0.00 %	Current Name	--Change Current Value--	APPROPRIATION (20) *
Unallocated Amount \$ 1500.00 100.00 %					

[Search](#)

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#)

[Set All to Default Accounting Code](#)

[Reset All Allocations](#)

[Add](#)

1 Additional Allocation(s)

Click in the "Change to" field.

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name



## Allocations

## Order Creation

[Return to top](#) | [Go to Save](#)

# Demo

This section displays allocations associated to the **Demo** and can be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting co

Allocate by Line Item

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Le APPROPRIATION (20)	OAC
<input type="checkbox"/>	\$ 0.00	or 0.00 %	Office Supplies (AAC)	--Change Current Value--	545400000000000000004	
Unallocated Amount	\$ 1500.00	100.00 %				

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#)
[Set All to Default Accounting Code](#)
[Reset All Allocations](#)

[Add](#)
 Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

### Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

**Client-specific Name**

--

**Client-specific Name**

--

**Client-specific Name**

**Client-specific Name**

**Client-specific Name**

--

Click anywhere on the slide to go to the next slide.

[illegible]



# Order Creation

ACME04 CP Organization

Demo

U.S. Bank Access® Online

★ Log Out

**Order Management**Order Maintenance  
Match Multiple Orders**Transaction Management**Account Information  
Reporting**My Personal Information**

Home

Contact Us

## Order Management

### Create Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)[» Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)

⚠ The sum of the order allocations must equal the amount of the order.  
⚠ Allocations are not allowed to be less than \$0.01. Please see the error icon below and mark the allocation for removal or re-enter the Amount or Alloc %.

**Review error message text at top of the screen.**

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

\* = required

[Create Order from Existing Order](#)**Order Information**[Return to top](#) | [Go to Save](#)**General**

Order Number: \*  Order Date: \*  Creation Date:  
Order Status: Source: Order User ID:   
Business Unit:  Invoice #:  Document #:   
Transaction Method Code:  Requestor Name: \*  Shipping Data:   
Authorization Number:

**Financials**

Order Amount: \*  Order Tax:  Freight Amount:   
Source Currency:  Property Book: \*  UID Required: \*


**Click anywhere on the screen to go to the next slide.**

This section displays allocations associated to the order. The allocations can be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting code

[Allocate by Line Item](#)

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection	Change to:	Accounting Code - Segment Name (Le
 <input type="checkbox"/>	\$ 0.00	or 0.00 %	Office Supplies (AAC)	--Change Current Value--	APPROPRIATION (20) OAC (2
Unallocated Amount \$ 1500.00 100.00 %					

[Check All Shown](#) | [Uncheck All Shown](#)

Remove

Set All to Default Accounting Code

Reset All Allocations \*

Add

1

Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name


Client-specific Name

## Order Creation

# Demo

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting co

\* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (1)
 <input type="checkbox"/>	\$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	APPROPRIATION (20) OAC 545400000000000000004
Unallocated Amount	\$ 0.00	0.00 %			

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#)
[Set All to Default Accounting Code](#)
[Reset All Allocations](#)

[Add](#)
 Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.


[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

<b>Client-specific Name</b> <input type="text"/>	<b>Client-specific Name</b> <input type="text"/>
<b>Client-specific Name</b> <input type="text"/>	<b>Client-specific Name</b> <input type="text"/>
<b>Client-specific Name</b> <input type="text"/>	<b>Click anywhere on the screen to go to the next slide.</b>

Click anywhere on the screen to go to the next slide.

= required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (L APPROPRIATION (20)	OAC
 <input type="checkbox"/>	\$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	54540000000000000000	*
Unallocated Amount \$ 0.00		0.00 %				

**Order Creation**

**Demo**

[Check All Shown](#) | [Uncheck All Shown](#)

[Remove](#) [Set All to Default Accounting Code](#) [Reset All Allocations](#)

[Add](#)  Additional Allocation(s)

**Note:** Rows marked for removal are added to the Unallocated Amount value.

## Comments

[Return to top](#) | [Go to Save](#)

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

## Match Tolerance

[Return to top](#) | [Go to Save](#)

The order record contains no check for tolerance on both Amount and Percent. Therefore the match tolerance will be no check for tolerance.

[Save and Create Order](#)

**Click the "Save and Create Order"**

**button.**



# Order Creation

ACME04 CP Organization

Demo

## U.S. Bank Access® Online

★ Log Out

### Order Management

Order Maintenance  
Match Multiple Orders

### Transaction Management

### Account Information

### Reporting

### My Personal Information

### Home

### Contact Us

## Order Maintenance

### Maintain Order

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)
[Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [Trans List](#)
*i* Request has been successfully completed.

Message text at top of the screen shows successful action.

Order Number: 0000103753

Order Date: 04/24/2007

Order Status: Open

Order Amount: 1500.00

Tax Amount: 0.00

Freight Amount: 0.00

Merchant: DOD EMALL

Usage Code:

Order Source: ch1purchase

Billed Amount: 0.00

Variance %: 100.00%

% Fulfilled: 0.00%

Trans. Matched: 0

Last Match:

Receipt Status: Not Received

*ff* Order # not unique

#### Order Details

#### Matched Transactions

Use the Order Details tab to edit user-entered order data prior to automatic and/or manual matches to transactions. You may also change the order status, for example, to suspend/unsuspend or cancel the order.

\* = required

[Copy to Create New Order](#)

#### [+] Order Information

[Return to top](#) | [Go to Save](#)

#### [+] Line Items

[Return to top](#) | [Go to Save](#)

#### [+] Allocations

[Return to top](#) | [Go to Save](#)

#### [+] Comments

[Return to top](#) | [Go to Save](#)

Click anywhere on the screen to go to the next slide.

# Matching Multiple Orders and Transactions

The screenshot displays the U.S. Bank Access Online interface. At the top, there is a navigation bar with links for Personal, Business, Institution / Government, and About U.S. Bancorp. The U.S. Bank logo is on the left, and the text 'ACME04 CP Organization' is on the right. Below the navigation bar is a green banner with 'U.S. Bank Access® Online'. On the left side, there is a dark blue sidebar with a list of menu items: Order Management, Transaction Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area is white and features the 'Order Management' heading. Below this heading, there are two links: 'Order Maintenance' and 'Match Multiple Orders to Transactions'. The 'Match Multiple Orders to Transactions' link is highlighted with a yellow box and a blue arrow pointing to it from the left. A yellow callout box with blue text says 'Click the "Match Multiple Orders to Transactions" link.' Another yellow callout box with blue text says 'Select the "Order Management" high-level task.' and points to the 'Order Management' heading. In the top right corner of the main content area, there is a 'Log Out' link with a star icon.

Personal | Business | Institution / Government | About U.S. Bancorp

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ACME04 CP Organization

U.S. Bank Access® Online

Order Management  
Order Maintenance  
Match Multiple Orders  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

Order Management

Order Maintenance  
View, create, maintain, delete, and/or suspend order records.

- [Create New Order Record](#)

Match Multiple Orders to Transactions  
Manually match an unfulfilled order to unmatched transaction(s).

★ Log Out

Select the "Order Management" high-level task.

Click the "Match Multiple Orders to Transactions" link.

## Order Management





# Matching Multiple Orders and Transactions

## Match Multiple Orders To Transactions

★ Log Out

### Select Transactions to Match

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

to

Search

Reset

Match To Order

### Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Order Number
<input type="radio"/>	08/04/2005	\$500.00	\$500.00	ZIP Delivery and Supplies 12341234
<input type="radio"/>	08/04/2005	\$500.00	\$500.00	ZIP Delivery and Supplies 12341234
<input type="radio"/>	10/21/2004	\$73.00	\$73.00	Office Depot 1234567890

Order Not Unique

Match To Order

• Select a "Date Range" for the Orders List.

• Select the order to match transactions to.

Click the "Match to Order" button.

Date Range - Unmatched Transactions Available to Match:

to

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

### Unmatched Transactions Available to Match

Select	Trans Date	Amount	Merchant	Order Number
<input type="checkbox"/>	08/04	\$500.00	ZIP Delivery and Supplies	01475163
<input type="checkbox"/>	07/08	\$56.20	Office Depot	
<input type="checkbox"/>	07/08	\$49.00	Zip Delivery	000000000000000000
<input type="checkbox"/>	07/07	\$799.26	Zip Delivery	9330007135510

Re

[Check All Shown](#) | [Uncheck All Shown](#)

• Select a "Date Range" for the Transactions List.

• Click "Search".

• Select the transaction to match to the selected order.

Order Management



**Click Here to Run  
the Match Multiple  
Demo**

**-Or-**

**Click Here to Skip  
the Match Multiple  
Demo**



# Match Multiple Demo

ACME04 CP Organization

## U.S. Bank Access® Online

Select the "Order Management" high-level task.

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

### Message from U.S. Bank

#### Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

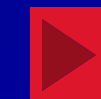
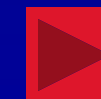
★ Log Out

#### Account Activity

Select an Account

CP Organization

\*\*\*\*\*5691





# Match Multiple Demo

ACME04 CP Organization

**U.S. Bank Access® Online**★ [Log Out](#)**Order Management**[Order Maintenance](#)  
[Match Multiple Orders](#)**Transaction Management**[Account Information](#)[Reporting](#)[My Personal Information](#)[Home](#)[Contact Us](#)

## Order Management

### Order Maintenance

View, create, maintain, delete, and/or suspend order records.

- [Create New Order Record](#)

### Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

Click the "Match  
Multiple Orders to  
Transactions" link.



# Match Multiple Demo

ACME04 CP Organization

U.S. Bank Access® Online

★ Log Out

## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

## Home

## Contact Us

## Match Multiple Orders To Transactions

## Select Transactions to Match

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to 

Search

Reset

Match To Order

Click the left-hand  
"Date Range-  
Unfulfilled Orders to  
Match" fields.

## Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007	\$1,500.00	\$1,500.00	DOD EMALL	0000103753
<input type="radio"/>	04/14/2007	\$751.95	\$751.95	Charles E. Smith Real Est.	CCA-06-251
<input type="radio"/>	04/10/2007	\$162.36	\$162.36	Charles E. Smith Real Esta	CCA-06-207-06
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith	CCA-06-262-03
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith Real Esta	CCA-06-262-03
<input type="radio"/>	04/05/2007	\$349.26	\$349.26	Platt Electric Supply 0057	0000102366
<input type="radio"/>	03/28/2007	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
<input type="radio"/>	03/28/2007	\$185.00	\$185.00	Eagle Mechanical	CCA-06-273-03
<input type="radio"/>	03/20/2007	\$1,195.56	\$1,195.56	DOD EMALL	0000102375

Date Range - Unmatched Transactions

 to 

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

## Unmatched Transactions Available to Match

Note: Locked Transactions are not available for matching.

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	03/21	\$508.40	OME
<input type="checkbox"/>	03/21	\$1,159.00	COM
<input type="checkbox"/>	03/21	\$269.40	PAC
<input type="checkbox"/>	03/20	\$1,195.56	DOD
<input type="checkbox"/>	03/20	\$311.06	PLA
<input type="checkbox"/>	03/20	\$38.20	PLA
<input type="checkbox"/>	03/20	\$1,173.78	THA
<input type="checkbox"/>	03/18	\$30.43	DOD
<input type="checkbox"/>	03/18	\$53.83	DOD



# Match Multiple Demo

## U.S. Bank Access® Online

[★ Log Out](#)

### Order Management

[Order Maintenance](#)  
[Match Multiple Orders](#)

### Transaction Management

### Account Information

### Reporting

### My Personal Information

### Home

### Contact Us

## Match Multiple Orders To Transactions

### Select Transactions to Match

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

Mar 1 2007 to

[Search](#)
[Reset](#)
[Match To Order](#)

Click the right-hand  
"Date Range-Unfulfilled  
Orders to Match" fields.

Date Range - Unmatched Transactions

to

[Search](#)
[Reset](#)
[Check All Shown](#) | [Uncheck All Shown](#)

### Unmatched Transactions Available to Match

Note: Locked Transactions are not available for matching

### Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007	\$1,500.00	\$1,500.00	DOD EMALL	0000103753
<input type="radio"/>	04/14/2007	\$751.95	\$751.95	Charles E. Smith Real Est.	CCA-06-251
<input type="radio"/>	04/10/2007	\$162.36	\$162.36	Charles E. Smith Real Esta	CCA-06-207-06
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith	CCA-06-262-03
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith Real Esta	CCA-06-262-03
<input type="radio"/>	04/05/2007	\$349.26	\$349.26	Platt Electric Supply 0057	0000102366
<input type="radio"/>	03/28/2007	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
<input type="radio"/>	03/28/2007	\$185.00	\$185.00	Eagle Mechanical	CCA-06-273-03
<input type="radio"/>	03/20/2007	\$1,195.56	\$1,195.56	DOD EMALL	0000102375

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	03/21	\$508.40	OME
<input type="checkbox"/>	03/21	\$1,159.00	COM
<input type="checkbox"/>	03/21	\$269.40	PAC
<input type="checkbox"/>	03/20	\$1,195.56	DOD
<input type="checkbox"/>	03/20	\$311.06	PLA
<input type="checkbox"/>	03/20	\$38.20	PLA
<input type="checkbox"/>	03/20	\$1,173.78	THA
<input type="checkbox"/>	03/18	\$30.43	DOD
<input type="checkbox"/>	03/18	\$53.83	DOD



# Match Multiple Demo

ACME04 CP Organization

U.S. Bank Access® Online

★ Log Out

## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

## Home

## Contact Us

## Match Multiple Orders To Transactions

## Select Transactions to Match

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

Mar 1 2007 to Apr 30 2007

Search

Reset

Match To Order

Click the "Search"  
button.

## Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007	\$1,500.00	\$1,500.00	DOD EMALL	0000103753
<input type="radio"/>	04/14/2007	\$751.95	\$751.95	Charles E. Smith Real Est.	CCA-06-251
<input type="radio"/>	04/10/2007	\$162.36	\$162.36	Charles E. Smith Real Esta	CCA-06-207-06
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith	CCA-06-262-03
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith Real Esta	CCA-06-262-03
<input type="radio"/>	04/05/2007	\$349.26	\$349.26	Platt Electric Supply 0057	0000102366
<input type="radio"/>	03/28/2007	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
<input type="radio"/>	03/28/2007	\$185.00	\$185.00	Eagle Mechanical	CCA-06-273-03
<input type="radio"/>	03/20/2007	\$1,195.56	\$1,195.56	DOD EMALL	0000102375

Date Range - Unmatched Transactions

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

## Unmatched Transactions Available to Match

Note: Locked Transactions are not available for matching

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	03/21	\$508.40	OME
<input type="checkbox"/>	03/21	\$1,159.00	COM
<input type="checkbox"/>	03/21	\$269.40	PAC
<input type="checkbox"/>	03/20	\$1,195.56	DOD
<input type="checkbox"/>	03/20	\$311.06	PLA
<input type="checkbox"/>	03/20	\$38.20	PLA
<input type="checkbox"/>	03/20	\$1,173.78	THA
<input type="checkbox"/>	03/18	\$30.43	DOD
<input type="checkbox"/>	03/18	\$53.83	DOD



# Match Multiple

ACME04 CP Organization

Demo

U.S. Bank Access® Online

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## Order Management

[Order Maintenance](#)  
[Match Multiple Orders](#)

## Transaction Management

[Account Information](#)[Reporting](#)[My Personal Information](#)[Home](#)[Contact Us](#)

## Match Multiple Orders To Transactions

### Select Transactions to Match

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to 
[Search](#)[Reset](#)[Match To Order](#)

Date Range - Unmatched Transactions Available to Match:

 to 
[Search](#)[Reset](#)

Click the left-hand  
"Date Range-  
Unmatched  
Transactions" fields.

[Check All Shown](#) | [Uncheck All Shown](#)

#### Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007	\$1,500.00	\$1,500.00	DOD EMALL	<a href="#">0000103753</a>
<input type="radio"/>	04/14/2007	\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
<input type="radio"/>	04/10/2007	\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/05/2007	\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
<input type="radio"/>	03/28/2007	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>
<input type="radio"/>	03/28/2007	\$185.00	\$185.00	Eagle Mechanical	<a href="#">CCA-06-273-03</a>
<input type="radio"/>	03/20/2007	\$1,195.56	\$1,195.56	DOD EMALL	<a href="#">0000102375</a>

#### Unmatched Transactions Available to Match

Note: Locked Transactions are not available for matching.

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	03/21	\$508.40	OMEGA
<input type="checkbox"/>	03/21	\$1,159.00	COMM
<input type="checkbox"/>	03/21	\$269.40	PACE
<input type="checkbox"/>	03/20	\$1,195.56	DOD
<input type="checkbox"/>	03/20	\$311.06	PLAT
<input type="checkbox"/>	03/20	\$38.20	PLAT
<input type="checkbox"/>	03/20	\$1,173.78	THAT
<input type="checkbox"/>	03/18	\$30.43	DOD
<input type="checkbox"/>	03/18	\$53.83	DOD



st of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available  
 ropriate Date Range search.

nd Orders to Match:

to

## Match Multiple Demo

Match

	Amount	Outstanding Dollar Amt	Merchant	Order Number
	\$1,500.00	\$1,500.00	DOD EMALL	<a href="#">0000103753</a>
	\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
	\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
	\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
	\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
	\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>
	\$185.00	\$185.00	Eagle Mechanical	<a href="#">CCA-06-273-03</a>
	\$1,195.56	\$1,195.56	DOD EMALL	<a href="#">0000102375</a>
	\$978.71	\$978.71	DOD EMALL	<a href="#">0000102374</a>
	\$124.19	\$85.99	McMaster-Carr	<a href="#">0000102372</a>

Date Range - Unmatched Transactions Available to Match:

Mar 1 2007 to

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Click the right-hand  
 "Date Range-  
 Unmatched  
 Transactions" fields.

Select	Trans Date	Amount	Merchant	Purchase ID	
<input type="checkbox"/>	<a href="#">03/21</a>	\$508.40	OMEGA ENGINEERING	05691	
<input type="checkbox"/>	<a href="#">03/21</a>	\$1,159.00	COMMUNICATIONS APPLIED TE	05691	
<input type="checkbox"/>	<a href="#">03/21</a>	\$269.40	PACE CUSTOM CASES & BAGS	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,195.56	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$311.06	PLATT ELEC SPPLY 0057	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$38.20	PLATT ELEC SPPLY 0057	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,173.78	THATCHER COMPANY	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$30.43	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$53.83	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$317.84	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$295.49	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$96.12	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$185.00	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/14</a>	\$235.31	INDUSTRIAL SUPPLY COMPANY	05691	
<input type="checkbox"/>	<a href="#">03/13</a>	\$2,472.20	ANIXTER INC	05691	
<input type="checkbox"/>	<a href="#">03/11</a>	\$85.99	MCMaster-CARR	05691	
<input type="checkbox"/>	<a href="#">03/07</a>	\$1,262.48 CR	CDW*GOVERNMENT INC	05691	
<input type="checkbox"/>	<a href="#">03/06</a>	\$1,056.46	PACIFIC STEEL BRANCH #34	05691	
<input type="checkbox"/>	<a href="#">02/27</a>	\$129.99	UTAH COMMERCIAL SUPPLY IN	05691	
<input type="checkbox"/>	<a href="#">02/23</a>	\$239.92 CR	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">02/22</a>	\$11.94 CR	WALMART.COM *INTERNET O	05691	

st of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match".  
 Appropriate Date Range search.

Unfulfilled Orders to Match:

to



**Match Multiple  
Demo**

Date Range - Unmatched Transactions Available to Match:

Mar  1  2007 to  Apr  30  2007

**Search**

**Reset**

**Click the "Search" button.**

[Check All Shown](#) | [Uncheck All Shown](#)

**Unmatched Transactions Available to Match**

Note: Locked Transactions are not available for selection

Match

	Amount	Outstanding Dollar Amt	Merchant	Order Number
	\$1,500.00	\$1,500.00	DOD EMALL	<a href="#">0000103753</a>
	\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
	\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
	\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
	\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
	\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>
	\$185.00	\$185.00	Eagle Mechanical	<a href="#">CCA-06-273-03</a>
	\$1,195.56	\$1,195.56	DOD EMALL	<a href="#">0000102375</a>
	\$978.71	\$978.71	DOD EMALL	<a href="#">0000102374</a>
	\$124.19	\$85.99	McMaster-Carr	<a href="#">0000102372</a>

Select	Trans Date	Amount	Merchant	Purchase ID	
<input type="checkbox"/>	<a href="#">03/21</a>	\$508.40	OMEGA ENGINEERING	05691	
<input type="checkbox"/>	<a href="#">03/21</a>	\$1,159.00	COMMUNICATIONS APPLIED TE	05691	
<input type="checkbox"/>	<a href="#">03/21</a>	\$269.40	PACE CUSTOM CASES & BAGS	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,195.56	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$311.06	PLATT ELEC SPPLY 0057	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$38.20	PLATT ELEC SPPLY 0057	05691	
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,173.78	THATCHER COMPANY	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$30.43	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$53.83	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$317.84	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$295.49	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$96.12	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/18</a>	\$185.00	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">03/14</a>	\$235.31	INDUSTRIAL SUPPLY COMPANY	05691	
<input type="checkbox"/>	<a href="#">03/13</a>	\$2,472.20	ANIXTER INC	05691	
<input type="checkbox"/>	<a href="#">03/11</a>	\$85.99	MCMaster-CARR	05691	
<input type="checkbox"/>	<a href="#">03/07</a>	\$1,262.48 CR	CDW*GOVERNMENT INC	05691	
<input type="checkbox"/>	<a href="#">03/06</a>	\$1,056.46	PACIFIC STEEL BRANCH #34	05691	
<input type="checkbox"/>	<a href="#">02/27</a>	\$129.99	UTAH COMMERCIAL SUPPLY IN	05691	
<input type="checkbox"/>	<a href="#">02/23</a>	\$239.92 CR	DOD EMALL	05691	
<input type="checkbox"/>	<a href="#">02/22</a>	\$11.84 CR	WALMART.COM*INTERNET O	05691	

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to 

Search


Reset

Match To Order

Match Multiple

Demo

Unfulfilled Orders to Match

Select	Order Date		Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007		\$1,500.00	\$1,500.00	DOD EMALL	<a href="#">0000103753</a>
<input type="radio"/>	04/14/2007		\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
<input type="radio"/>	04/10/2007		\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
<input type="radio"/>	04/10/2007		\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/10/2007		\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/05/2007		\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
<input type="radio"/>	03/28/2007		\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>
<input type="radio"/>	03/28/2007		\$185.00	\$185.00	Eagle Mechanical	<a href="#">CCA-06-273-03</a>
<input type="radio"/>	03/20/2007		\$1,195.56	\$1,195.56	DOD EMALL	<a href="#">0000102375</a>
<input type="radio"/>	03/18/2007		\$978.71	\$978.71	DOD EMALL	<a href="#">0000102374</a>
<input type="radio"/>	03/07/2007		\$124.19	\$85.99	McMaster-Carr	<a href="#">0000102372</a>

 Order No. 103/07/2007

Click the bottom order radio button "03/07/2007".

Match To Order

Date Range - Unmatched Transactions Available to Match:

 to 

Search


Reset

[Check All Shown](#) | [Uncheck All Shown](#)

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	<a href="#">03/21</a>	\$508.40	OMEGA ENGINEERING
<input type="checkbox"/>	<a href="#">03/21</a>	\$1,159.00	COMMUNICATIONS APPLIED TE
<input type="checkbox"/>	<a href="#">03/21</a>	\$269.40	PACE CUSTOM CASES & BAGS
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,195.56	DOD EMALL
<input type="checkbox"/>	<a href="#">03/20</a>	\$311.06	PLATT ELEC SPPLY 0057
<input type="checkbox"/>	<a href="#">03/20</a>	\$38.20	PLATT ELEC SPPLY 0057
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,173.78	THATCHER COMPANY
<input type="checkbox"/>	<a href="#">03/18</a>	\$30.43	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$53.83	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$317.84	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$295.49	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$96.12	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$185.00	DOD EMALL
<input type="checkbox"/>	<a href="#">03/14</a>	\$235.31	INDUSTRIAL SUPPLY COMPANY
<input type="checkbox"/>	<a href="#">03/13</a>	\$2,472.20	ANIXTER INC
<input type="checkbox"/>	<a href="#">03/11</a>	\$85.99	MCMASTER-CARR
<input type="checkbox"/>	<a href="#">03/07</a>	\$1,262.48 CR	CDW*GOVERNMENT INC
<input type="checkbox"/>	<a href="#">03/06</a>	\$1,056.46	PACIFIC STEEL BRANCH #34

 Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to 

Search

Reset

Match To Order

Match Multiple

Demo

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007	\$1,500.00	\$1,500.00	DOD EMALL	<a href="#">0000103753</a>
<input type="radio"/>	04/14/2007	\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
<input type="radio"/>	04/10/2007	\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/10/2007	\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/05/2007	\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
<input type="radio"/>	03/28/2007	\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>
<input type="radio"/>	03/28/2007	\$185.00	\$185.00	Eagle Mechanical	<a href="#">CCA-06-273-03</a>
<input type="radio"/>	03/20/2007	\$1,195.56	\$1,195.56	DOD EMALL	<a href="#">0000102375</a>
<input type="radio"/>	03/18/2007	\$978.71	\$978.71	DOD EMALL	<a href="#">0000102374</a>
<input checked="" type="radio"/>	03/07/2007	\$124.19	\$85.99	McMaster-Carr	<a href="#">0000102372</a>

Order Not Unique

Check the "Select" box for the 03/11 \$85.99 McMaster Carr transaction.

Match To Order

Date Range - Unmatched Transactions Available to Match:

 to 

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	<a href="#">03/21</a>	\$508.40	OMEGA ENGINEERING
<input type="checkbox"/>	<a href="#">03/21</a>	\$1,159.00	COMMUNICATIONS APPLIED TE
<input type="checkbox"/>	<a href="#">03/21</a>	\$269.40	PACE CUSTOM CASES & BAGS
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,195.56	DOD EMALL
<input type="checkbox"/>	<a href="#">03/20</a>	\$311.06	PLATT ELEC SPPLY 0057
<input type="checkbox"/>	<a href="#">03/20</a>	\$38.20	PLATT ELEC SPPLY 0057
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,173.78	THATCHER COMPANY
<input type="checkbox"/>	<a href="#">03/18</a>	\$30.43	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$53.83	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$317.84	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$295.49	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$96.12	DOD EMALL
<input type="checkbox"/>	<a href="#">03/18</a>	\$185.00	DOD EMALL
<input type="checkbox"/>	<a href="#">03/14</a>	\$235.31	INDUSTRIAL SUPPLY COMPANY
<input type="checkbox"/>	<a href="#">03/13</a>	\$2,472.20	ANIXTER INC
<input type="checkbox"/>	<a href="#">03/11</a>	\$85.99	MCMASTER-CARR
<input type="checkbox"/>	<a href="#">03/07</a>	\$1,262.48	CR CDW*GOVERNMENT INC
<input type="checkbox"/>	<a href="#">03/06</a>	\$1,056.46	PACIFIC STEEL BRANCH #34

Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to 

Search

Reset

Match To Order

Match Multiple

Demo

Unfulfilled Orders to Match

Select	Order Date		Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007		\$1,500.00	\$1,500.00	DOD EMALL	<a href="#">0000103753</a>
<input type="radio"/>	04/14/2007		\$751.95	\$751.95	Charles E. Smith Real Est.	<a href="#">CCA-06-251</a>
<input type="radio"/>	04/10/2007		\$162.36	\$162.36	Charles E. Smith Real Esta	<a href="#">CCA-06-207-06</a>
<input type="radio"/>	04/10/2007		\$338.25	\$338.25	Charles E. Smith	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/10/2007		\$338.25	\$338.25	Charles E. Smith Real Esta	<a href="#">CCA-06-262-03</a>
<input type="radio"/>	04/05/2007		\$349.26	\$349.26	Platt Electric Supply 0057	<a href="#">0000102366</a>
<input type="radio"/>	03/28/2007		\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	<a href="#">CCA-06-259-02</a>
<input type="radio"/>	03/28/2007		\$185.00	\$185.00	Eagle Mechanical	<a href="#">CCA-06-273-03</a>
<input type="radio"/>	03/20/2007		\$1,195.56	\$1,195.56	DOD EMALL	<a href="#">0000102375</a>
<input type="radio"/>	03/18/2007		\$978.71	\$978.71	DOD EMALL	<a href="#">0000102374</a>
<input checked="" type="radio"/>	03/07/2007		\$124.19	\$85.99	McMaster-Carr	<a href="#">0000102372</a>

 Order Not Unique

Match To Order

Click the "Match to Order" button.

Date Range - Unmatched Transactions Available to Match:

 to 

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount	Merchant	
<input type="checkbox"/>	<a href="#">03/21</a>	\$508.40	OMEGA ENGINEERING	0
<input type="checkbox"/>	<a href="#">03/21</a>	\$1,159.00	COMMUNICATIONS APPLIED TE	0
<input type="checkbox"/>	<a href="#">03/21</a>	\$269.40	PACE CUSTOM CASES & BAGS	0
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,195.56	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/20</a>	\$311.06	PLATT ELEC SPPLY 0057	0
<input type="checkbox"/>	<a href="#">03/20</a>	\$38.20	PLATT ELEC SPPLY 0057	0
<input type="checkbox"/>	<a href="#">03/20</a>	\$1,173.78	THATCHER COMPANY	0
<input type="checkbox"/>	<a href="#">03/18</a>	\$30.43	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/18</a>	\$53.83	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/18</a>	\$317.84	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/18</a>	\$295.49	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/18</a>	\$96.12	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/18</a>	\$185.00	DOD EMALL	0
<input type="checkbox"/>	<a href="#">03/14</a>	\$235.31	INDUSTRIAL SUPPLY COMPANY	0
<input type="checkbox"/>	<a href="#">03/13</a>	\$2,472.20	ANIXTER INC	0
<input checked="" type="checkbox"/>	<a href="#">03/11</a>	\$85.99	MCMMASTER-CARR	0
<input type="checkbox"/>	<a href="#">03/07</a>	\$1,262.48 CR	CDW*GOVERNMENT INC	0
<input type="checkbox"/>	<a href="#">03/06</a>	\$1,056.46	PACIFIC STEEL BRANCH #34	0

 Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)



# Match Multiple Demo

ACME04 CP Organization

U.S. Bank Access® Online

★ Log Out

## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

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## Are You Sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

Yes, Match

Cancel Match

Click the "Yes, Match"  
button.





# Match Multiple Demo

## U.S. Bank Access® Online

★ Log Out

## Order Management

Order Maintenance  
Match Multiple Orders

## Transaction Management

## Account Information

## Reporting

## My Personal Information

## Home

## Contact Us

### Match Multiple Orders To Transactions

#### Select Transactions to Match

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

**i** Request has been successfully completed.

Message text at top of the screen shows successful action.

To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

 to 

Search

Reset

Match To Order

Date Range - Unmatched Transactions:

 to 

Search

Reset

[Check All Shown](#) | [Uncheck All Shown](#)

#### Unmatched Transactions Available to Match

Note: Locked Transactions are not available for matching.

#### Unfulfilled Orders to Match

Select	Order Date		Amount	Outstanding Dollar Amt	Merchant	Order Number
<input type="radio"/>	04/24/2007		\$1,500.00	\$1,500.00	DOD EMALL	0000103753
<input type="radio"/>	04/14/2007		\$751.95	\$751.95	Charles E. Smith Real Est.	CCA-06-251
<input type="radio"/>	04/10/2007		\$162.36	\$162.36	Charles E. Smith Real Esta	CCA-06-207-06
<input type="radio"/>	04/10/2007		\$338.25	\$338.25	Charles E. Smith	CCA-06-262-03
<input type="radio"/>	04/10/2007		\$338.25	\$338.25	Charles E. Smith Real Esta	CCA-06-262-03
<input type="radio"/>	04/05/2007		\$349.26	\$349.26	Platt Electric Supply 0057	0000102366
<input type="radio"/>	03/28/2007		\$2,500.00	\$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02

Select	Trans Date	Amount	Merchant
<input type="checkbox"/>	03/21	\$508.40	OME
<input type="checkbox"/>	03/21	\$1,159.00	COM
<input type="checkbox"/>	03/21	\$269.40	PAC
<input type="checkbox"/>	03/20	\$1,195.56	DOD
<input type="checkbox"/>	03/20	\$311.06	PLA
<input type="checkbox"/>	03/20	\$38.20	PLA
<input type="checkbox"/>	03/20	\$1,173.78	THA

Click anywhere on the screen to go to the next slide.

# Transaction Management

- Transaction list
- Disputes
- Transaction approval process



# Viewing Transaction List

This screenshot shows the U.S. Bank Access Online homepage. The top navigation bar includes links for Personal, Business, Institution / Government, and About U.S. Bancorp. The user is logged in as ACME04 CP Organization. The left sidebar contains links for Order Management, Transaction Management, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area features a 'Message from U.S. Bank' with a 'Welcome!' message and a paragraph about Access Online. A yellow callout box with a pointer highlights the 'Account Link to List of Transactions' link. On the right, there are links for 'Log Out', 'Account Activity', and 'Select an Account'.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank  
Five Star Service Guaranteed

ACME04 CP Organization

U.S. Bank Access® Online

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

**Message from U.S. Bank**

**Welcome!**

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

**Account Link to List of Transactions**

★ Log Out

Account Activity  
Select an Account

Purchasing Card  
\*\*\*\*\* 4444

This screenshot shows the U.S. Bank Access Online Transaction Management page. The top navigation bar includes links for Personal, Business, Institution / Government, and About U.S. Bancorp. The user is logged in as ACME69 Co. The left sidebar contains links for Transaction Management, Transaction List, Account Information, Reporting, My Personal Information, Home, and Contact Us. The main content area features a 'Transaction Management' section with a 'Transaction List' link. A yellow callout box with a pointer highlights the 'Link to Transaction List' link. On the right, there is a 'Log Out' link.

Personal | Business | Institution / Government | About U.S. Bancorp

usbank  
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ACME69 Co

U.S. Bank Access® Online

Transaction Management  
Transaction List  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

**Transaction Management**

Transaction List

**Link to Transaction List**

View, review, allocate/reallocate and add comments to transaction information.

★ Log Out

## Transaction Management



# Transaction List

**Transaction Management**

★ Log Out

Card Account Summary with Transaction List

Account Number: 4716300005905691, DAMITA MARALDO

Create Order | Manage Orders » Trans List

**[-] Card Account Summary**

Account Number: 4716300005905691 Total \$ (#) of Outstanding Orders: \$4,275.81 (6)

Account Name: DAMITA MARALDO Total \$ (#) of Unmatched Transactions: \$51,940.19 (168)

Billing Cycle Close Date: Open Search

Total \$ (#) of Reallocated Transactions: \$0.00 (0)

% of Transactions Reallocated: 0%

Total \$ (#) of Transactions: \$7,998.24 (20)

Open Account

Approve Statement

Statement Approval History

Approval Status Approval Date Approved by

No statement approval history exists for this account.

**[-] Search Criteria** [Return to top](#)

[Advanced Search](#)

Transaction Amount: Purchase ID: Approval Status:

All \$ All

Order Match Status:

All

Disputed Transactions: Reallocated Transactions:

Display 25 Transactions per page

Search Reset & Search with Defaults

**[-] Transaction List** [Return to top](#)

Records 1 - 20 of 20

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Match	Trans Posting	Merchant	City/State	Amount	Purchase ID	Account	Card
	@	Status	☺ ☹ ▲	Date Date					
<input type="checkbox"/>	Pending	05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	92321277154211023010SL	
<input type="checkbox"/>	Pending	05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	92321277154211023010SL	
<input type="checkbox"/>	Pending	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	92321277154211023010SL	
<input type="checkbox"/>	Pending	05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	\$508.40	05691	92321277154211023010SL	

Card Account  
Summary

Search  
Criteria

Transaction  
List

# Transaction List

Transaction List

[+] Transaction List

[Return to top](#)

Records 1 - 7 of 7

[Check All Shown](#) | [Uncheck All Shown](#)

Links to Transaction Detail

Select	Status	Approval Match	Trans	Pro	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	<a href="#">@</a>	<a href="#">Status</a>	<a href="#">Match</a>	<a href="#">Trans</a>	<a href="#">Pro</a>	<a href="#">City/State</a>	<a href="#">Amount</a>	<a href="#">Purchase ID</a>	<a href="#">Accounting Code</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/20</a>	<a href="#">05/24</a>	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	<a href="#">9232 277 542 10230 0SLB</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/21</a>	<a href="#">05/24</a>	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	<a href="#">9232 277 542 10230 0SLB</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/21</a>	<a href="#">05/24</a>	OMEGA ENGINEERING	203-3597719, CT	\$508.40	05691	<a href="#">9232 277 542 10230 0SLB</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/20</a>	<a href="#">05/21</a>	THATCHER COMPANY	8019724587, UT	\$1,173.78	05691	<a href="#">9232 277 542 10230 0SLB</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/13</a>	<a href="#">05/17</a>	ANIXTER INC	224-521-8000, IL	\$2,472.20	05691	<a href="#">9232 277 542 10230 0SLB</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/07</a>	<a href="#">05/10</a>	CDW*GOVERNMENT INC	800-808-4239, IL	\$1,262.48 CR	05691	<a href="#">9232 277 542 10230 0SLB</a>
<input type="checkbox"/>		<a href="#">Pending</a>	<a href="#">05/06</a>	<a href="#">05/10</a>	PACIFIC STEEL BRANCH #34	8019739068, UT	\$1,056.46	05691	<a href="#">9232 277 542 10230 0SLB</a>

[D](#) Disputed [C](#) Matched [A](#) Exception [A](#) Reallocated

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

[Reallocate](#)

[Mass Reallocate](#)

[Match To Order](#)

Transaction Management



# Transaction Detail Summary Tab

**Transaction Management**

★ Log Out

Transaction Detail

Account Number: 4716300005905691, DAMITA MARALDO

Create Order | Manage Orders | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
		05/20	05/24	DOD EMALL	BATLE CREEK, MI	\$1,195.56	05691	9232 277 542 321DE

Reviewed

Disputed

Matched

Exception

Reallocated

Summary

Matched Order

Allocations

Comments

Approval History

The Summary tab shows high-level transaction information.  
To initiate a dispute, click the "Dispute Transaction" link.

**Transaction**

Date: 05/20/2006  
Purchase ID: 05691  
Total Amount: 1,195.56  
Memo Post: Yes  
Sales Tax: 0.00  
Freight: 0.00

**Reference Information**

Billing Cycle: Open  
Posting Date: 05/24/2006  
Reference Number: 4716300005905667  
Authorization Number: 067852

**Extract Date(s)**

Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:

**Currency**

Source Currency: U.S. Dollar  
Source Currency Amt: 1,195.56

**Merchant**

Name: DOD EMALL  
City/State: BATLE CREEK, MI  
Transaction Type: SALES DRAFT  
MCC Code: 9399  
MCC Description: GOVERNMENT SERVICES-OTHER

**Dispute**

Dispute information is only reflected for disputes submitted through this system.

- none

**Sales Draft Requests**

- none

[Dispute Transaction](#)

Transaction  
Detail

Dispute  
Information

Dispute Transaction  
link

Transaction Management



# Dispute a Transaction

## Transaction Management

### Select a Dispute Reason

Account Number: 4716300005905691, DAMITA MARALDO

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
05/20/2006	05/28/2006	DOD EMALL	1195.56	4716300005905667

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

**My account was charged for this transaction and...**

Reason	Additional Items Required
<input type="radio"/> <b>Unauthorized</b> ...I did not authorize the charge.	Print, Signature
<input type="radio"/> <b>Unrecognized</b> ...I do not recognize the charge.	Print, Signature
<input type="radio"/> <b>Merchandise Returned</b> ...I have not received credit for the returned merchandise.	
<input type="radio"/> <b>Merchandise Not Received</b> ...I have not received the merchandise.	
<input type="radio"/> <b>Services Not Received</b> ...I have not received the services.	
<input type="radio"/> <b>Defective</b> ...the merchandise I received was defective.	
<input type="radio"/> <b>Other</b> ...none of the above reasons fit my need to dispute this transaction.	

Select

**Click Here to Run  
the Disputes  
Demo**

**-Or-**

**Click Here to Skip  
the Disputes Demo**



## Disputes Demo

ACME Corporation

### U.S. Bank Access® Online

Click the "Transaction Management" high-level task.

never task.

Order Management  
Transaction Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

#### Message from U.S. Bank

##### Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ Log Out

##### Account Activity

Select an Account

CP Organization

\*\*\*\*\*5691



## Disputes Demo

ACME Corporation

### U.S. Bank Access® Online

Order Management  
Transaction Management  
Transaction List  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

## Transaction Management

★ Log Out

### Transaction List

View, review, allocate/reallocate and add comments to transaction information.

Click the "Transaction"

link.





# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

★ Log Out

Order Management  
Transaction Management  
Card Account List  
Transaction List  
Enhanced Supplier  
Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

### Transaction Management Card Account Summary with Transaction List

Product: Purchasing Card [Switch Products](#)  
Card Account Number: \*\*\*\*\* 5691, CHRIS DOE [Switch Accounts](#)  
[Create Order](#) [Manage Orders](#) [Card Acct List](#) » [Trans List](#)

#### [-] Card Account Summary

Account Number: \*\*\*\*\* 5691 Total \$ (#) of Outstanding Orders: \$0.00 (0)  
Account Name: CHRIS DOE Total \$ (#) of Unmatched Transactions: \$1,820.14 (23)

Billing Cycle Close Date:  [Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)  
% of Transactions Reallocated: 0%  
Total \$ (#) of Transactions: \$52.74CR (6)

[Open Account](#)

#### [+] Search Criteria

[Return to top](#)

#### [-] Transaction List

[Return to top](#)

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Click the "04/18" date link for Poland Spring Water.

Select	Status ®_D	Match ∞_A	Trans Date	Posti Date		City/State	Amount	Detail E	Purchase ID
<input type="checkbox"/>			<a href="#">04/18</a>	04/19	POLAND SPRING WATER	800-950-9395, MA	\$76.53	Ⓜ	0433670213
<input type="checkbox"/>			<a href="#">04/04</a>	04/05	PLANTS BY DESIGN	610-982-9215, PA	\$231.12	Ⓜ	MC00174020
<input type="checkbox"/>			<a href="#">04/04</a>	04/05	AHC MEDIA LLC	ATLANTA, GA	\$299.00 CR		
<input type="checkbox"/>			<a href="#">02/20</a>	03/29	AHC MEDIA LLC	ATLANTA, GA	\$299.00 CR		



# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

★ Log Out

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### Transaction Management Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\* 5691, CHRIS DOE

[Switch Products](#)[Switch Accounts](#)

[Create Order](#) [Manage Orders](#) [Card Acct List](#) [Trans List](#)

#### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	\$76.53	Ⓜ	0433670213

Ⓜ Disputed Ⓜ Matched ⚠ Exception Ⓜ, Ⓜ Trans Detail Level Ⓜ Reallocated

Summary [Matched Order](#) [Allocations](#) [Tax Data](#)

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To initiate a dispute, click the "Dispute Transaction" button.

#### Transaction

Date: 04/18/2007  
Purchase ID: 0433670213  
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00  
Freight:

#### Merchant

Name: POLAND SPRING WATER  
City/State: 800-950-9395, MA

#### Reference Information

Billing Cycle: 04/20/2007  
Posting Date: 04/19/2007  
Reference Number: 24692167108000612793118  
Authorization Number: 046147

#### Extract Date(s)

Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:

#### Currency

Source Currency: U.S. Dollar  
Source Currency Amt: 76.53

Click  
anywhere on  
the screen to  
go to the next  
slide.

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To initiate a dispute, click the "Dispute Transaction" button.

**Transaction**

**Date:** 04/18/2007  
**Purchase ID:** 0433670213  
**Total Amount:** 76.53

**Memo Post:** Yes

**Sales Tax:** 0.00  
**Freight:**

**Merchant**

**Name:** POLAND SPRING WATER  
**City/State:** 800-950-9395, MA  
**Transaction Type:** SALES DRAFT  
**MCC Code:** 5999  
**MCC Description:** MISCELLANEOUS AND  
SPECIAL

**Reference Information**

**Billing Cycle:** 04/20/2007  
**Posting Date:** 04/19/2007  
**Reference Number:** 24692167108000612793118  
**Authorization Number:** 046147

**Extract Date(s)**

**Most Recent Standard Financial Extract:**  
**General Ledger Extract:**  
**Payment Extract:**

**Currency**

**Source Currency:** U.S. Dollar  
**Source Currency Amt:** 76.53

**Mark as Reviewed**

**Dispute**

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

**Sales Draft Requests**

- none

**Dispute**

**Click the "Dispute" button.**

**[+] Dispute History**

**U.S. Bank Access® Online**

★ [Log Out](#)

- Order Management
- Transaction Management
  - Card Account List
  - Transaction List

## Enhanced Supplier Management

### Account Information

## Reporting

### My Personal Information

[Home](#)

## Contact Us

## Transaction Management

### Select a Dispute Reason

Card Account Number: \*\*\*\*\*5691 CHRIS DOE

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

## Click the radio button

**“Unauthorized”**

**"Unauthorized"**

Reason	Additional Items Required
<input type="radio"/> <b>Unauthorized</b> ...I did not authorize the charge.	Print, Signature
<input type="radio"/> <b>Unrecognized</b> ...I do not recognize the charge.	Print, Signature
<input type="radio"/> <b>Merchandise Returned</b> ...I have not received credit for the returned merchandise.	
<input type="radio"/> <b>Merchandise Not Received</b> ...I have not received the merchandise.	
<input type="radio"/> <b>Services Not Received</b> ...I have not received the services.	
<input type="radio"/> <b>Credit Not Received</b> ...I have not received credit toward my account.	Print, Copy of Receipt
<input type="radio"/> <b>Cash Not Received</b> ...I did not receive cash from the ATM.	Print, Copy of Receipt
<input type="radio"/> <b>Alteration of Amount</b> ...the receipt does not match the amount posted.	Print, Copy of Receipt
<input type="radio"/> <b>Inadequate Description</b> ...the description does not give enough information.	
<input type="radio"/> <b>Not As Described</b> ...the merchandise I received does not match the description from the merchant.	Print, Copy of Documentation



# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

Order Management  
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★ Log Out

### Transaction Management

#### Select a Dispute Reason

Card Account Number: \*\*\*\*\*5691, CHRIS DOE

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Select a dispute reason from the list below. If you need more information about this transaction, you may [request a copy of the sales draft](#).

#### My account was charged for this transaction and...

Reason	Additional Items Required
<input checked="" type="radio"/> <b>Unauthorized</b> ...I did not authorize the charge.	Print, Signature
<input type="radio"/> <b>Unrecognized</b> ...I do not recognize the charge.	Print, Signature
<input type="radio"/> <b>Merchandise Returned</b> ...I have not received credit for the returned merchandise.	
<input type="radio"/> <b>Merchandise Not Received</b> ...I have not received the merchandise.	
<input type="radio"/> <b>Services Not Received</b> ...I have not received the services.	
<input type="radio"/> <b>Credit Not Received</b> ...I have not received credit toward my account.	Print, Copy of Receipt
<input type="radio"/> <b>Cash Not Received</b> ...I did not receive cash from the ATM.	Print, Copy of Receipt
<input type="radio"/> <b>Alteration of Amount</b> ...the receipt does not match the amount posted.	Print, Copy of Receipt
<input type="radio"/> <b>Inadequate Description</b> ...the description does not give enough information.	
<input type="radio"/> <b>Not As Described</b> ...the merchandise I received does not match the description from the merchant.	Print, Copy of Documentation

Click anywhere  
on the screen  
to go to the  
next slide.

<input type="radio"/> <b>Credit Not Received</b> ...I have not received credit toward my account.	<b>Disputes Demo</b>	Print, Copy of Receipt
<input type="radio"/> <b>Cash Not Received</b> ...I did not receive cash from the ATM.		Print, Copy of Receipt
<input type="radio"/> <b>Alteration of Amount</b> ...the receipt does not match the amount posted.		Print, Copy of Receipt
<input type="radio"/> <b>Inadequate Description</b> ...the description does not give enough information.		
<input type="radio"/> <b>Not As Described</b> ...the merchandise I received does not match the description from the merchant.		Print, Copy of Documentation
<input type="radio"/> <b>Quality of Service</b> ...the service I received does not match the description from the merchant.		
<input type="radio"/> <b>Duplicate Processing</b> ...it has been charged for this transaction more than once.		
<input type="radio"/> <b>Paid by Other Means</b> ...I had paid by other means such as a cash or check.		Print, Copy of Receipt
<input type="radio"/> <b>Credit Posted as a Purchase</b> ...it should have been a credit to my account.		Print, Copy of Receipt
<input type="radio"/> <b>Cancelled - Merchandise Returned</b> ...I had cancelled the purchase. The merchandise has been returned to the merchant.		
<input type="radio"/> <b>Cancelled - Recurring Transaction</b> ...I had cancelled the purchase. This is a recurring transaction such as a monthly service.		
<input type="radio"/> <b>Cancelled</b> ...I had cancelled the purchase.		
<input type="radio"/> <b>Transaction Posted to Closed Account - Recurring Transaction</b> ...this account has been closed. This is a recurring transaction such as a monthly service.		
<input type="radio"/> <b>Transaction Posted to Closed Account</b> ...this account has been closed.		
<input type="radio"/> <b>Defective - Shipped/Returned</b> ...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.		Print, Copy of Shipping Invoice
<input type="radio"/> <b>Defective - Shipped</b> ...the shipped merchandise I received was defective.		Print, Copy of Shipping Invoice
<input type="radio"/> <b>Defective</b> ...the merchandise I received was defective.		
<input type="radio"/> <b>Other</b> ...none of the above reasons fit my need to dispute this transaction.		

**Select** **Click the "Select" button.**

[<< Back to Transaction Detail](#)



# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

[★ Log Out](#)

Order Management  
Transaction Management  
Card Account List  
Transaction List  
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[Home](#)  
[Contact Us](#)

### Transaction Management

#### Dispute Reason: Unauthorized

Card Account Number: \*\*\*\*\*5691, CHRIS DOE

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

#### Unauthorized

My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

\* = required

Requestor Name:\*

Chris Doe

Requestor Phone Number:\*

Click the "Requestor Phone Number" field.

Comments:\*

[Continue](#)[<< Back to Select a Dispute Reason](#)



## Disputes Demo

ACME Corporation

### U.S. Bank Access® Online

[★ Log Out](#)

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## Transaction Management

### Dispute Reason: Unauthorized

Card Account Number: \*\*\*\*\*5691, CHRIS DOE

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

#### Unauthorized

My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

\* = required

Requestor Name:\*

Requestor Phone Number:\*

Click the "Comments"  
field

Comments:\*

[Continue](#)[<< Back to Select a Dispute Reason](#)





# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

Order Management  
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Card Account List  
Transaction List  
Enhanced Supplier  
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My Personal Information

★ [Log Out](#)

### Transaction Management

#### Dispute Reason: Unauthorized

Card Account Number: \*\*\*\*\*5691, CHRIS DOE

[Switch Accounts](#)

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

#### Unauthorized

My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

\* = required

Requestor Name:\*

Requestor Phone Number:\*

Comments:\*

[Continue](#)

Click the "Continue"  
button.

[<< Back to Select a Dispute Reason](#)

Transaction Management

Dispute Reason: Unauthorized

Disputes Demo

 Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

Message text at top of the screen shows successful action.

Fax Number:

701-461-3463

Mailing Address:

U.S. Bank National Association, ND  
C/O U.S. Bancorp Service Center, Inc.  
P.O. Box 6344  
Fargo, ND 58125-6344

Click the "transaction detail" link.

When finished printing, you can go to the [transaction detail](#).

Account Number: 4246040011253475

Dispute Date	Tran Date	Statement Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized

My account was charged for this transaction and I did not authorize the charge.

Requestor Name:

Chris Doe

Requestor Phone Number:

6121231234

Comments:

I cancelled this service in January.

\_\_\_\_\_  
Cardholder Signature (required to process this dispute)



# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

★ Log Out

Order Management  
Transaction Management  
Card Account List  
Transaction List  
Enhanced Supplier  
Management  
Account Information  
Reporting  
My Personal Information

Home  
Contact Us

### Transaction Management Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*5691, CHRIS DOE

[Switch Products](#)[Switch Accounts](#)

[Create Order](#) [Manage Orders](#) [Card Acct List](#) [Trans List](#)

#### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	\$76.53		0433670213

Disputed Matched Exception Trans Detail Level Reallocated

Summary [Matched Order](#) [Allocations](#) [Tax Data](#)

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To view the dispute's details, click the dispute reason link.

#### Transaction

Date: 04/18/2007  
Purchase ID: 0433670213  
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00  
Freight:

#### Merchant

Name: POLAND SPRING WATER  
City/State: 800-950-9395, MA

#### Reference Information

Billing Cycle: 04/20/2007  
Posting Date: 04/19/2007  
Reference Number: 24692167108000612793118  
Authorization Number: 046147

#### Extract Date(s)

Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:

#### Currency

Source Currency: U.S. Dollar  
Source Currency Amt: 76.53

Click  
anywhere on  
the screen to

To change the review status, click the "Mark as Reviewed" button.  
To view the dispute's details, click the dispute reason link.

## Disputes Demo

### Transaction

**Date:** 04/18/2007  
**Purchase ID:** 0433670213  
**Total Amount:** 76.53

**Memo Post:** Yes

**Sales Tax:** 0.00  
**Freight:**

### Merchant

**Name:** POLAND SPRING WATER  
**City/State:** 800-950-9395, MA  
**Transaction Type:** SALES DRAFT  
**MCC Code:** 5999  
**MCC Description:** MISCELLANEOUS AND SPECIAL

### Reference Information

**Billing Cycle:** 04/20/2007  
**Posting Date:** 04/19/2007  
**Reference Number:** 24692167108000612793118  
**Authorization Number:** 046147

### Extract Date(s)

**Most Recent Standard Financial Extract:**  
**General Ledger Extract:**  
**Payment Extract:**

### Currency

**Source Currency:** U.S. Dollar  
**Source Currency Amt:** 76.53

**Mark as Reviewed**

### Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

**Dispute Reason:** Unauthorized  
**Dispute Date:** 04/23/2007  
**Dispute Post Date:**  
**Resolution Date:**  
**Requestor Name:** Chris Doe  
**Dispute Status:** Unresolved

**Cancel Dispute**

### Sales Draft Requests

- none

Click the "Cancel Dispute" button.

[+] **Dispute History**



## Disputes Demo

### U.S. Bank Access® Online

[★ Log Out](#)[Home](#)  
[Contact Us](#)

#### Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Tran Date	Posting Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/19/2007	POLAND SPRING WATER	76.53	24692167108000612793118

#### Unauthorized

I cancelled this service in January.

Cancellation Comments:

[Yes, Cancel Dispute](#)[No](#)

Click the "Cancellation Comments" field.



## Disputes Demo

### U.S. Bank Access® Online

[★ Log Out](#)[Home](#)  
[Contact Us](#)

## Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Tran Date	Posting Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/19/2007	POLAND SPRING WATER	76.53	24692167108000612793118

### Unauthorized

I cancelled this service in January.

Cancellation Comments:

Service reauthorized.

**Yes, Cancel Dispute**

**No**

Click the "Yes, Cancel Dispute"  
button.

## Transaction Management

### Transaction Detail

Product: Purchasing Card [Switch Products](#)  
Card Account Number: \*\*\*\*\*5691, CHRIS DOE [Switch Accounts](#)

[Create Order](#) [Manage Orders](#) [Card Acct List](#) [Trans List](#)

**i** Request has been successfully completed.

Message text at top of the screen shows successful action.

### Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A
D		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	\$76.53	II		0433670213	

D Disputed M Matched A Exception II, III Trans Detail Level A Reallocated

Summary [Matched Order](#) [Allocations](#) [Tax Data](#)

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To view the dispute's details, click the dispute reason link.

#### Transaction

Date: 04/18/2007  
Purchase ID: 0433670213  
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00  
Freight:

#### Merchant

Name: POLAND SPRING WATER  
City/State: 800-950-9395, MA

#### Reference Information

Billing Cycle: 04/19/2007  
Posting Date: 04/19/2007  
Reference Number: 24692167108000612793118  
Authorization Number: 046147

#### Extract Date(s)

Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:

#### Currency

Source Currency: U.S. Dollar  
Source Currency Amt: 76.53

Click anywhere on the screen to go to the next slide.

## Disputes Demo

To change the review status, click the "Mark as Reviewed" button.  
To view the dispute's details, click the dispute reason link.

### Transaction

**Date:** 04/18/2007  
**Purchase ID:** 0433670213  
**Total Amount:** 76.53

**Memo Post:** Yes

**Sales Tax:** 0.00  
**Freight:**

### Merchant

**Name:** POLAND SPRING WATER  
**City/State:** 800-950-9395, MA  
**Transaction Type:** SALES DRAFT  
**MCC Code:** 5999  
**MCC Description:** MISCELLANEOUS AND  
SPECIAL

### Reference Information

**Billing Cycle:** 04/19/2007  
**Posting Date:** 04/19/2007  
**Reference Number:** 24692167108000612793118  
**Authorization Number:** 046147

### Extract Date(s)

**Most Recent Standard Financial Extract:**  
**General Ledger Extract:**  
**Payment Extract:**

### Currency

**Source Currency:** U.S. Dollar  
**Source Currency Amt:** 76.53

**Mark as Reviewed**

### Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

**Dispute Reason:** Unauthorized  
**Dispute Date:** 04/23/2007  
**Dispute Post Date:**  
**Resolution Date:**  
**Requestor Name:** Chris Doe  
**Dispute Status:** Unresolved

### Sales Draft Requests

- none

**Click the "Plus Sign"**

**icon.**

**[+] Dispute History**



**Total Amount:** 76.53

**Memo Post:** Yes

**Sales Tax:** 0.00

**Freight:**

**Merchant**

**Name:** POLAND SPRING WATER

**City/State:** 800-950-9395, MA

**Transaction Type:** SALES DRAFT

**MCC Code:** 5999

**MCC Description:** MISCELLANEOUS AND  
SPECIAL

**Reference Number:** 24692167108000612793118

**Authorization Number:** 046147

**Extract Date(s)**

**Most Recent Standard Financial Extract:**

**General Ledger Extract:**

**Payment Extract:**

**Currency**

**Source Currency:** U.S. Dollar

**Source Currency Amt:** 76.53

**Disputes Demo**

**Mark as Reviewed**

**Dispute**

**Sales Draft Requests**

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

- none

**Dispute Reason:** Unauthorized

**Dispute Date:** 04/23/2007

**Dispute Post Date:**

**Resolution Date:**

**Requestor Name:** Chris Doe

**Dispute Status:** Unresolved

**[+] Dispute History**

Dispute Date	Dispute Post Date	Resolution Date	Requestor Name	Dispute Status	Dispute Reason	Dispute Cancelled	Cancelled By	Cancellation Comments
04/23/2007			Chris Doe	Unresolved	Unauthorized	Yes	Chris Doe	Service reauthorized.

[<< Back to Transaction List](#)

**Click the "Back to Transaction List" link.**



# Disputes Demo

ACME Corporation

## U.S. Bank Access® Online

★ Log Out

Order Management  
Transaction Management  
Card Account List  
Transaction List

Enhanced Supplier  
Management

Account Information  
Reporting

My Personal Information

Home  
Contact Us

### Transaction Management Card Account Summary with Transaction List

Product: Purchasing Card [Switch Products](#)  
Card Account Number: \*\*\*\*\*5691, CHRIS DOE [Switch Accounts](#)

[Create Order](#) [Manage Orders](#) [Card Acct List](#) » [Trans List](#)

#### [-] Card Account Summary

Account Number: \*\*\*\*\*5691 Total \$ (#) of Outstanding Orders: \$0.00 (0)  
Account Name: CHRIS DOE Total \$ (#) of Unmatched Transactions: \$1,820.14 (23)

Billing Cycle Close Date:  [Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)  
% of Transactions Reallocated: 0%  
Total \$ (#) of Transactions: \$52.74CR (6)

[Open Account](#)

#### [+] Search Criteria

[Return to top](#)

#### [-] Transaction List

[Return to top](#)

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status ®_D	Match ∞_A	Trans Date	Posting Date	Merchant	City/State	Amount	Detail E	Purchase ID
<input type="checkbox"/>	D		<a href="#">04/18</a>	04/19	POLAND SPRING WATER	800-950-9395, MA	\$76.53	Ⓜ	0433670213
<input type="checkbox"/>			<a href="#">04/04</a>	04/05	PLANTS BY DESIGN	610-982-9215, PA	\$231.12	Ⓜ	MC00174020
<input type="checkbox"/>			<a href="#">04/04</a>	04/05	AHC MEDIA LLC	ATLANTA, GA	\$299.00 CR		
<input type="checkbox"/>			<a href="#">02/20</a>	03/29	AHC MEDIA LLC	ATLANTA, GA	\$299.00 CR		

Click  
anywhere on  
the screen to  
go to the  
next slide.

# Transaction Final-Approval

[-] Search Criteria

Return to top

Transaction Amount:

Purchase ID:

Approval Status:

All

\$

All

Order Match Status:

All Matched

Disputed Transactions:

Reallocated Transactions:

Display

25

Transactions per page

Search

Reset & Search with Defaults

[-] Transaction List

Return to top

Records 1 - 8 of 8

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
<input type="checkbox"/>	Final Approved	05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	\$269.40	05691	11111111 222222 33333	
<input type="checkbox"/>	Final Approved	05/20	05/24	DOD EMAIL	BATLE CREEK, MI	\$1,195.56	05691	11111111 222222 33333	
<input type="checkbox"/>	Final Approved	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	\$1,159.00	05691	11111111 222222 33333	
<input type="checkbox"/>	Approved	05/20	05/21	PLATT ELEC SUPPLY 0057	5036416121, UT	\$38.20	05691	11111111 222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$185.00	05691	11111111 222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$96.12	05691	11111111 222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$295.49	05691	11111111 222222 33333	
<input type="checkbox"/>	Approved	05/18	05/19	DOD EMAIL	BATLE CREEK, MI	\$53.83	05691	11111111 222222 33333	

Disputed

Matched

Exception

Reallocated

Check All Shown

Uncheck All Shown

Records 1 - 8 of 8

Reallocate

Mass Reallocate

Match To Order

Approve

Reject

Check the "Select" box.

Click the "Approve" button.

# Transaction Final-Approval

**Transaction Management**★ Log Out

Transaction Detail

Account Number: 4716300005905691, DAMITA MARALDOSwitch Accounts

Manage Orders | Managing Acct List | Card Acct List | Trans List

**Transaction Summary**

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
RR		05/20	05/21	PLATT ELEC SPPLY	0057 5036416121, UT	\$38.20	05691	111111111 2222222 33333

Reviewed Disputed Matched Exception Reallocated

Summary | Matched Order | Allocations | Comments | Approval History

The Summary tab shows high-level transaction information.  
To approve the transaction, click "Approve". To reject the transaction, click "Reject".  
To initiate a dispute, click the "Dispute Transaction" link.

**Transaction**  
Date: 05/20/2006  
Purchase ID: 05691  
Total Amount: 38.20  
  
Memo Post: Yes  
  
Sales Tax: 0.00  
Freight: 0.00  
  
**Merchant**  
Name: PLATT ELEC SPPLY 0057  
City/State: 5036416121, UT  
Transaction Type: SALES DRAFT  
MCC Code: 5211  
MCC Description: LUMBER & BUILDING MATERIAL

**Reference Information**  
Billing Cycle: Open  
Posting Date: 05/21/2006  
Reference Number: 4716300005905667  
Authorization Number: 089581  
  
**Extract Date(s)**  
Most Recent Standard Financial Extract:  
General Ledger Extract:  
Payment Extract:  
  
**Currency**  
Source Currency: U.S. Dollar  
Source Currency Amt: 38.20

Approve Reject

**Dispute**  
Dispute information is only reflected for disputes submitted through this system.

- none

Dispute Draft RequestsDispute Transaction

Click the "Approve" button.



# Transaction Final-Approval

The screenshot shows a web application interface for transaction management. At the top, there are five tabs: Summary, Matched Order, Allocations, Comments, and Approval History. The Approval History tab is selected and highlighted. A yellow callout box with a blue arrow points to the 'Approval History' tab, containing the text 'Click the "Approval History" tab.' Below the tabs, a text box states: 'The Approval History tab displays approval actions taken on a transaction.' Underneath this, the section 'Approval Actions' is followed by a table. The table has four columns: Approver, Date/Time, Approval Action, and Approver Modifications. It contains four rows of data. Below the table, there are two sections: 'Key for Rejection Reasons:' with a list of seven items, and 'Key for Approver Modifications:' with three items.

Summary Matched Order Allocations Comments **Approval History**

The Approval History tab displays approval actions taken on a transaction.

**Approval Actions**

Approver	Date/Time	Approval Action	Approver Modifications
Administrator, Alice	06/15 12:54 PM CDT	Final Approved	
Auto Approved	06/15 12:43 PM CDT	Approved	
Maraldo, Damita	06/15 12:38 PM CDT	Unmatched	A
Auto Approved	06/15 12:35 PM CDT	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation
- 2 Incorrect approver sequence / additional approval needed
- 3 Incorrect or insufficient transaction comments information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect order match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

# Statement Approval

## Transaction Management Card Account Summary with Transaction List

★ Log Out

Card Account Number: \*\*\*\*\*5691, DAMITA MARALDO

Role: Cardholder

[Switch Role](#)

[Create Order](#) | [Manage Orders](#) | [Card Acct List](#) | [» Trans List](#)

### [ - ] Card Account Summary

Account Number: ○ \*\*\*\*\*5691      Total \$ (#) of Outstanding Orders: \$20,416.53 (20)  
Account Name: DAMITA MARALDO      Total \$ (#) of Unmatched Transactions: \$51,901.99 (167)

Billing Cycle Close Date: 09/09/2006

[Search](#)

Total \$ (#) of Reallocated Transactions: \$0.00 (0)  
% of Transactions Reallocated: 0%  
Total \$ (#) of Transactions: \$8,589.92 (24)

○ Open Account

[Approve Statement](#)

Click the  
"Approve  
Statement"  
button

• Select correct  
cycle from drop-  
down

• Click "Search"  
button

**NOTE: Totals are for  
the account, not the  
selected cycle.**

Statement Approval History

Approval Status	Approval Date	Approved by
-----------------	---------------	-------------

No statement approval history exists for this account.

Transaction Management



# Statement Approval

## Transaction Management Card Account Statement Confirmation

I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.

Agree

Disagree

Click the "Agree"

button.

Transaction Management



# Managing Account Certification

## Transaction Management

[★ Log Out](#)

### Managing Account List

[Create Order](#) | [Manage Orders](#) | [Managing Acct List](#) | [Card Acct List](#) | [Trans List](#)

#### [−] Product Summary

Total Number of Managing/  
Diversion Accounts: 2      Active Card Accounts: 14      Suspended Card Accounts: 0

#### [+] Search Criteria

[Return to top](#)



#### [−] Managing Account List

[Return to top](#)

Records 1 - 2 of 2

[Show # of Approval Trans](#) | [Show \\$ of Approval Trans](#)

Check the "Select" box of  
the account you want to  
certify.

Select		Account	Account Name	Cycle Date	# of Trans	\$ of Trans	# of Trans	\$ of Trans	Total % Realloc Trans
					Posted	Posted	Disputed	Disputed	
<input type="checkbox"/>		<a href="#">MA 4716432143214321</a>	ACME CP ORGANIZATION	04/09/2006	271	\$121,716.82	0	\$0.00	0%
<input type="checkbox"/>		<a href="#">MA 4716543254325432</a>	ACME CP ORG TEST	04/10/2006	263	\$170,229.13	0	\$0.00	0%

 Open Account

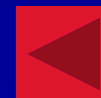
[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 2 of 2

Click the "Certify"  
button.

[Certify](#)[Reject](#)

## Transaction Management





# Web-Based Training

**usbank**  
Five Star Service Guaranteed

login

Access@Online Web-Based Training

[Go to Accessible WBT](#)

**Lesson and Certification Login** (Why register?)

Please enter your user name (e-mail address):

Please enter your personal password:

Please enter the WBT password:

 [Go](#)

[Register a new account](#) [Forget your password?](#)

**Lesson Only Login**

Please enter the WBT password:

 [Go](#)

**Click "Register a new account" link.**

**Go to accessible site for users with visual or mobility impairments.**

<https://wbt.access.usbank.com>



# Web-Based Training

**usbank**  
Five Star Service Guaranteed

registration / login

Access Online Web-Based Training

### Registration

Please type your personal information in each field. Type your first and last name as you want them to display on your completion certificate. Your e-mail address will be your user name for the final exam. Select an authentication question from the drop-down list and type an answer that will be easy for you to remember. You can use the authentication question to access the final exam if you forget your password. Click Register when you are done.

First Name: Jane

Last Name: Doe

E-mail Address: jdoe@agency.gov

Password: \*\*\*\*\*

Re-enter Password: \*\*\*\*\*

Please choose your authentication question:

Pet's Name

Please Type your answer: fluffy

Organization Short Name: acme

Please Choose your user type:

Government Cardholder

Back to the login page Register

- Enter requested information.
- E-mail Address is: **firstname.lastname@usma.edu**
- Password is 8-20
- Organization Short Name is "army".
- Click on the drop down and choose one of the following:
  - "Government Cardholder"
  - "Government AO/BO" for all billing officials
  - "Government Financial Managers" for all Resource Managers & Resource Advisors. (Note: Advisors are view-only and cannot change limits or EDR enable.)

<https://wbt.access.usbank.com>

# Web-Based Training

The screenshot shows the Usbank Web-Based Training interface. At the top left is the Usbank logo with the tagline "Five Star Service Guaranteed". At the top right is a "main menu / log" link. Below the logo is the heading "Access Online Web-Based Training". A list of four options is displayed, each with a play button icon: "Go to the lesson modules", "Go to the certification exam", "Print certificate", and "Update personal information *New!*". A mouse cursor is hovering over the "Go to the certification exam" link. Three yellow callout boxes provide instructions: the first points to the "Go to the lesson modules" link and says "Click this link to access lesson content, including procedures, self-evaluation questions, user guides, quick references, and simulations."; the second points to the "Go to the certification exam" link and says "Click this link to access the final certification exam (not the same as the lesson self-evaluation questions)."; the third points to the bottom text area and says "Mouse over an option for more information." Below the list of options is a paragraph: "Click the *Go to the certification exam* link if you have reviewed all the lessons you need to and are ready to assess your learning by taking the certification exam."

main menu / log

usbank  
Five Star Service Guaranteed

Access Online Web-Based Training

- Go to the lesson modules
- Go to the certification exam
- Print certificate
- Update personal information *New!*

Click the *Go to the certification exam* link if you have reviewed all the lessons you need to and are ready to assess your learning by taking the certification exam.

Click this link to access lesson content, including procedures, self-evaluation questions, user guides, quick references, and simulations.

Click this link to access the final certification exam (not the same as the lesson self-evaluation questions).

Mouse over an option for more information.

<https://wbt.access.usbank.com>



# Web-Based Training



lessons / [login](#)

## Access® Online Web-Based Training

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Online Registration                    | <input type="checkbox"/> Travel Expense Management          |
| <input checked="" type="checkbox"/> Navigation Basics                      | <input checked="" type="checkbox"/> Reporting               |
| <input checked="" type="checkbox"/> Viewing Your Statement                 | <input checked="" type="checkbox"/> My Personal Information |
| <input checked="" type="checkbox"/> Account Profile <i>Updated!</i>        |   |
| <input type="checkbox"/> Order Management <i>Updated!</i>                  |   |
| <input checked="" type="checkbox"/> Transaction Management <i>Updated!</i> |   |
| <input checked="" type="checkbox"/> Transaction Approval Process           |   |
| <input type="checkbox"/> Account...  |   |

Select a lesson checkbox to review that lesson and access the related user guide.

To create a unique training experience, please select the lesson checkboxes that pertain to your Access Online functions. We have selected the most common lessons.

Go to lessons

Watch the Announcements section for update information and links to updated content.

### Announcements

We updated the Account Profile lesson, user guide, simulation and quick reference to show the new comments feature. We updated the disputes section in the Transaction Management lesson and user guide. We also updated the Order Management lesson and user guide to show the revamped order printing feature.

<https://wbt.access.usbank.com>



# Web-Based Training

Links to user guides, quick references, and simulations.  
**NOTE:** these are on the USMA GPC-Webpage

The screenshot displays the US Bank Access Online web-based training interface. At the top, the US Bank logo is visible on the left, and a breadcrumb trail reads "Account Approval Process / lessons / loc". Below the logo, a navigation bar contains links: "Access Online Web-Based Training", "User Guides", "Simulations", and "How to use WBT". A progress indicator shows five steps, with step 4 highlighted. The main content area is titled "Access Your Transaction List" and includes instructions: "Begin by selecting the **Transaction Management** high-level task (1) and then clicking the **Transaction List** (2) link on the screen or on the left. A list of transactions for the open cycle displays." It also provides filtering instructions: "To filter the list by cycle, select a different cycle (3) and click the **Search** button (4)." and "To filter the list further, click the **Plus Sign** icon (5) to open the *Search Criteria* section. Specify search criteria in any of the available fields (6). For example, to search for transactions of \$500 and over, select the **>=** symbol and then type **500** in the \$ field. Or, to view only transactions pending approval, select **Pending** from the *Approval Status* drop-down." A yellow callout box points to the "Transaction Management" link in the left sidebar, stating: "WBT navigation lets you go from one lesson to the other, go screen by screen, or skip around within a lesson." Another yellow callout box points to the "Search" button, stating: "Procedural steps display here." A third yellow callout box points to the "Plus Sign" icon, stating: "Sample screens and numbered pins display here." The interface also features a "Quick Navigation" section with links for "Personal", "Business", "Institution / Gov", and "ACM".

<https://wbt.access.usbank.com>



# Questions (and hopefully) Answers

?

Write your questions in the box  
below



and email to the AOPC